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ABSTRACT

One of a number of military-developed curriculum packages selected for adaptation to vocational instruction and curriculum development in a civilian setting, this subcourse covers information on food service in a club and is designed for student self-study with objectives, text, and self-graded tests and answers. Five lessons included in this package focus on the following topics: menu planning and construction, buffet service, selection and purchase of foods, preparation and serving of appetizers and pastry, and catering. An examination is provided at the end of the course. Answers to the examination are not provided. (LRA)

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Military Curricula for Vocational & Technical Education

CE024782

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

CLUB FOOD SERVICE
9-7

THE NATIONAL CENTER
FOR RESEARCH IN VOCATIONAL EDUCATION
THE OHIO STATE UNIVERSITY

This military technical training course has been selected and adapted by The Center for Vocational Education for "Trial Implementation of a Model System to Provide Military Curriculum Materials for Use in Vocational and Technical Education," a project sponsored by the Bureau of Occupational and Adult Education, U.S. Department of Health, Education, and Welfare.

MILITARY CURRICULUM MATERIALS

The military-developed curriculum materials in this course package were selected by the National Center for Research in Vocational Education Military Curriculum Project for dissemination to the six regional Curriculum Coordination Centers and other instructional materials agencies. The purpose of disseminating these courses was to make curriculum materials developed by the military more accessible to vocational educators in the civilian setting.

The course materials were acquired, evaluated by project staff and practitioners in the field, and prepared for dissemination. Materials which were specific to the military were deleted, copyrighted materials were either omitted or approval for their use was obtained. These course packages contain curriculum resource materials which can be adapted to support vocational instruction and curriculum development.

The National Center Mission Statement

The National Center for Research in Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The National Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

FOR FURTHER INFORMATION ABOUT
Military Curriculum Materials
WRITE OR CALL

Program Information Office
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road, Columbus, Ohio 43210
Telephone: 614/486-3655 or Toll Free 800/848-4815 within the continental U.S. (except Ohio)

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Military Curriculum Materials for Vocational and Technical Education

Information and Field Services Division

The National Center for Research in Vocational Education

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Military Curriculum Materials Dissemination Is . . .

an activity to increase the accessibility of military-developed curriculum materials to vocational and technical educators.

This project, funded by the U.S. Office of Education, includes the identification and acquisition of curriculum materials in print form from the Coast Guard, Air Force, Army, Marine Corps and Navy.

Access to military curriculum materials is provided through a "Joint Memorandum of Understanding" between the U.S. Office of Education and the Department of Defense.

The acquired materials are reviewed by staff and subject matter specialists, and courses deemed applicable to vocational and technical education are selected for dissemination.

The National Center for Research in Vocational Education is the U.S. Office of Education's designated representative to acquire the materials and conduct the project activities.

Project Staff:

Wesley E. Budke, Ph.D., Director
National Center Clearinghouse

Shirley A. Chase, Ph.D.
Project Director

What Materials Are Available?

One hundred twenty courses on microfiche (thirteen in paper form) and descriptions of each have been provided to the vocational Curriculum Coordination Centers and other instructional materials agencies for dissemination.

Course materials include programmed instruction, curriculum outlines, instructor guides, student workbooks and technical manuals.

The 120 courses represent the following sixteen vocational subject areas:

- Agriculture
- Aviation
- Building & Construction Trades
- Clerical Occupations
- Communications
- Drafting
- Electronics
- Engine Mechanics
- Food Service
- Health
- Heating & Air Conditioning
- Machine Shop
- Management & Supervision
- Meteorology & Navigation
- Photography
- Public Service

The number of courses and the subject areas represented will expand as additional materials with application to vocational and technical education are identified and selected for dissemination.

How Can These Materials Be Obtained?

Contact the Curriculum Coordination Center in your region for information on obtaining materials (e.g., availability and cost). They will respond to your request directly or refer you to an instructional materials agency closer to you.

CURRICULUM COORDINATION CENTERS

EAST CENTRAL
Rebecca S. Douglass
Director
100 North First Street
Springfield, IL 62777
217/782-0759

NORTHWEST
William Daniels
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206/753-0879

MIDWEST
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SOUTHEAST
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Mississippi State, MS 39762
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1776 University Ave.
Honolulu, HI 96822
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CLUB FOOD SERVICE
QM0500

Correspondence Course 9-7

Developed by:
U. S. Army

Occupational Area:
Food Service

Development and Review Dates:
January 1973

Print Pages:
200

Availability:
ERIC
National Center Clearinghouse

Suggested Background:
None

Target Audiences:
Grade 10 - Adult

Organization of Materials:
Lesson Text, Self-grading lesson exercises, and Examination

Type of Instruction:
Individual, Self-paced

Type of Materials:	No. of Pages:	Average Completion Time:
Lesson 1 - Menu Planning and Construction	19	Flexible
Lesson 2 - Buffet Service	49	Flexible
Lesson 3 - Selection and Purchase of Foods	44	Flexible
Lesson 4 - Preparation and Serving of Appetizers and Pastry	27	Flexible
Lesson 5 - Catering	35	Flexible
Examination	11	Flexible

Supplementary Materials Required:
None

THE NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION
OSU The Ohio State University
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CLUB FOOD SERVICE
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Course Description:

This subcourse covers information on food service in a club. It includes information on purchasing procedures and on selecting meats, poultry, fish, fruits, and vegetables. It also gives information on planning and constructing menus, planning and serving various types of buffets, preparing centerpieces, serving cold meats and cheeses, garnishing food, and preparing and serving appetizers, salads, and buffet pastries and rolls. The principles and procedures of catering services are also included.

Lesson 1 - Menu Planning and Construction covers factors involved in menu planning and construction; relationship of accompanying dishes to main dish; selection of foods to insure variety; and gourmet cooking.

Lesson 2 - Buffet Service discusses planning sit-down and finger-type buffets; menu planning; table arrangement; arrangement and replenishment of food; arrangement of beverages, utensils, and decorations; selection, construction, and display of centerpieces.

Lesson 3 - Selection and Purchase of Foods includes selection and purchase of meats, poultry, seafood, vegetables, fruits, and canned, frosted, and chilled foods; grades of cuts of meat; and convenience food program.

Lesson 4 - Preparation and Serving of Appetizers and Pastry explains purpose of appetizers; selecting, preparing, and serving hot and cold canapes and hors d'oeuvres; selecting and preparing appropriate pastry items for buffets.

Lesson 5 - Catering covers principles and procedures of catering; catering department staff and responsibilities; reservation ledgers; party sheets, party brochures; and pricing banquets.

This subcourse is designed for student self-study with objectives, text and self-graded tests and answers. An Examination is provided at the end of this course. However, the answers to this examination are not available. This knowledge, reinforced by additional training or experience, will enable the student to effectively manage food operations in a club.

CLUB FOOD SERVICE
QM0500

CORRESPONDENCE COURSE

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2. Buffet Service	29
3. Selection and Purchase of Foods	79
4. Preparation and Serving of Appetizers and Pastry	124
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This Subcourse is Designed For Lesson Self-Grading

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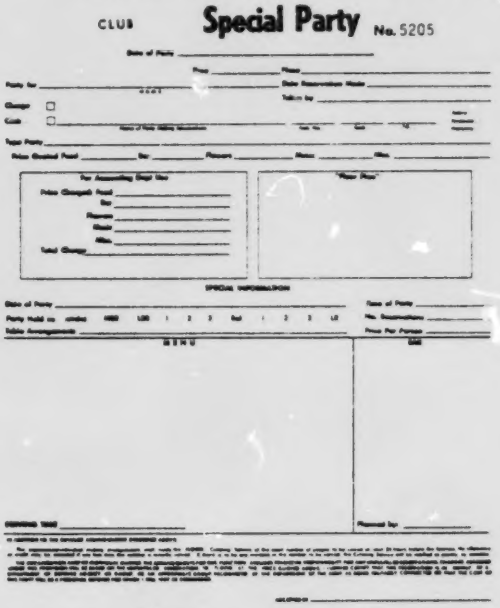
U.S. ARMY QUARTERMASTER SCHOOL
CORRESPONDENCE SUBCOURSE



QM0500

CLUB FOOD SERVICE (FORMERLY: OPEN MESS FOOD SERVICE)

Prepared by
United States Army Quartermaster School
Fort Lee, Virginia 23801
Supply Training Center of the Army School System
JANUARY 1973
(Reprint (B), October 1975)

Army-Fort Lee, Va.-15415-75-325-C

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QM0500
CLUB FOOD SERVICE

SECTION I

INTRODUCTION

1. SCOPE. This subcourse covers information on food service in a club. It includes information on purchasing procedures and on selecting meats, poultry, fish, fruits, and vegetables. It also gives information on planning and constructing menus, planning and serving various types of buffets, preparing centerpieces, serving cold meats and cheeses, garnishing food, and preparing and serving appetizers, salads, and buffet pastries and rolls. The principles and procedures of catering services are also included.

2. APPLICABILITY. This subcourse is of interest to all club personnel involved in, or who anticipate involvement in, club food service. It is of particular interest to a club manager and banquet manager. Successfully completed, this subcourse will provide the student with a working knowledge of club food service. This knowledge, reinforced by additional training or experience, will enable the student to effectively manage food operations in a club.

3. PROGRAM OF CONTINUING STUDY. When you successfully complete this subcourse, we recommend that you apply to take one or more of the following:

a. QM0348, Prevention of Food Poisoning.

b. QM0371, Club Restaurant Operations, Part I.

c. QM0372, Club Restaurant Operations, Part II.

SECTION II

ADMINISTRATIVE INSTRUCTIONS

4. MATERIALS CHECK. Check to make sure you have any study materials listed on the cover. If anything is missing, unreadable, or not in order, let us know right away. Use a Student Inquiry Sheet; we've bound one into this booklet at the end of each lesson. Take a look at your examination answer form. Is the subcourse number on the form the same as the number of this subcourse? If not, get the word to us; we'll have a correct answer form on its way as fast as we can. Don't forget to include your social security account number (student number), mailing address, and ZIP code when you write.

5. SUBCOURSE ORGANIZATION. This subcourse is organized into this single booklet containing materials needed to complete the subcourse. If additional materials are needed they are indicated on the booklet cover. This subcourse booklet consists of lessons and an examination (see paragraph 7). Each lesson consists of a lesson assignment, contents pages, lesson text, self-grading lesson exercises, and a student inquiry sheet.

6. LESSON EXERCISES. Each lesson in this subcourse is designed for self-evaluation. This is done through the self-grading exercises which you must work after studying each lesson text. You will find instructions for completing the exercises in each lesson. Because you complete the lesson exercises and verify your own work, you do not submit your answers to the School for grading. This is what is meant by the self-evaluation characteristic of this subcourse's lessons. You will receive credit for the total hours of this subcourse upon successful completion of the examination.

7. EXAMINATION. Take the examination only after you have studied all the lessons and successfully worked all the lesson exercises. Remember, your answers must be based on the study assignments, not on personal experience or information from other sources. Further instructions are with the examination. Be sure to read them.

a. If you are a Quartermaster School student, use the machine-process answer form for your answers to the examination exercises. We know you want to receive credit for this subcourse, so be sure to send the completed form to the School for grading. Please don't tear, bend, or puncture this form; if you do, the grading machine will toss it back at us, ungraded.

b. If you are a student of another school, use the instructions and answer form provided by that school.

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Lesson	Title	Credit Hours	Page
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2	Buffet Service	2	25
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5	Catering	1	157
EXAM	Club Food Service	1	197
	TOTAL	9	

LESSON 1 Credit Hours: 1

LESSON ASSIGNMENT

SUBJECT: Menu Planning and Construction.

STUDY ASSIGNMENT: Lesson Text.

SCOPE: Factors involved in menu planning and construction; relationship of accompanying dishes to main dish; selection of foods to insure variety; gourmet cooking.

OBJECTIVES: As a result of successful completion of this assignment, the student will be able to--

1. List and explain factors involved in menu planning.
2. Plan and construct menus for regular meals and state use of potential leftovers.
3. Select a menu appropriate in design, size, color, format, and durability.
4. Recognize and state violations of planning factors in menus.
5. Explain the meaning of gourmet and gourmet recipes.
6. List factors to be considered in gourmet cooking.
7. Recognize and state the difference between a gourmet recipe and a regular recipe.

LESSON TEXT

Section 1

1. TYPES OF MENUS. Three types of menus used in a club are a la carte, table d'hote, and selective.

   a. A LA CARTE. An a la carte menu is one in which all courses and accompaniments are priced separately and the customer pays the total of all items ordered. Portions are larger and cost more. The club has the advantage of better portion and food-cost control and a larger check, but the customer must pay more for a complete meal.

   b. TABLE D'HOTE. A complete meal with prearranged courses served at a fixed price constitutes a table d'hote menu. The meal includes an appetizer, soup, salad, entree, vegetables, bread, drink, and dessert, but portions are smaller than those offered on an a la carte menu. A table d'hote menu offers the patron the advantage of easy ordering and of knowing the cost of the entire meal, but he has little or no selection of courses.

   c. SELECTIVE. A selective menu is a combination of the a la carte and table d'hote menu. The price of the entree is the price of the meal including a choice of courses. A plan for a selective menu is given below.

      (1) Two soups, two fruit cocktails, tomato or mixed vegetable juice.

      (2) Entrees to include three meat dishes (one expensive, one medium priced, and one inexpensive), one fish or poultry entree, one meatless plate, and one cold entree.

      (3) Two kinds of potatoes and three other vegetables.

      (4) Fruit or vegetable salad.

      (5) One gelatin dessert, one pudding, one cake, three kinds of ice cream, three kinds of pie or pastry, fruit cup, fresh fruit in season, or cheese and crackers.

2. MENU PLANNING. Menu planning requires knowledge, time, thought, study, imagination, and ingenuity. Well-planned menus aid in controlling food cost, in offering nutritionally balanced meals, and in pleasing the customers. The menu in rough form should be planned for an entire season. Planning factors to be considered are discussed below.

a. CLIENTELE. Perhaps the most important menu planning factor is customer acceptability. Clientele background, religion, eating habits, age, sex, income, and available time for dining must be considered. Records should be kept concerning complaints and rejections; these records will lead to the systematic removal of menu deficiencies.

(1) NATIONAL BACKGROUND, REGIONAL AND RELIGIOUS TRADITIONS, AND REGIONAL FOOD HABITS. National background determines to a certain extent a customer's acceptability of food; for example, Asiatic people are accustomed to a heavy rice diet, while Scandinavians are accustomed to a meat and potato diet. Religious tenets often cause people to avoid certain foods; people of the Catholic faith may prefer a fish meal on Friday, and the Jewish faith prohibits the use of pork and pork products. Regional food habits are developed by availability of food; examples are the fish preference of coastal and island populations versus the heavy beef diet of the Midwesterners; also, Southern dishes such as hush puppies, black-eyed peas, and corn bread may not be acceptable to New Englanders.

(2) AGE. People may be classed as older people, young adults, teenagers, and children. Many older people are somewhat set in their ways and may prefer boiled dinners and roasts and tend to avoid spicy foods. Young adults have hearty appetites because they are active; they like to experiment with food and many do not worry about their diet. Teenagers may prefer hamburgers, hot dogs and pizza, french fries, and spicy items that go with soft drinks; they, too, like to experiment with food and may not appreciate multi-course meals. Children eat little and like to play with their food; their food should be bite-sized, food they like, and should be served in small amounts.

(3) SEX. Men are usually less demanding than women and accept solid food without frills. Many women place emphasis on color schemes, texture, and similar features. Also, as a rule, women eat less than men and may not appreciate overcrowded plates.

(4) INCOME. Age and income are usually closely related in the military community. A relatively young dining population cannot afford expensive gourmet-type meals, except on special occasions.

(5) TIME ALLOWANCE FOR MEALS. The time a customer has for his meal must be considered in planning menus. If noontime trade is to be encouraged, luncheon menus must offer some meals that can be prepared and served quickly. A person who has only 30 minutes for lunch does not appreciate spending 20 minutes waiting for food.

b. AVAILABILITY, COST, AND KEEPING QUALITY OF FOOD ITEMS. Availability of seasonal food items, such as fruits, vegetables, and even some meat and dairy products, is particularly important. Although most food items are available in some form all year, in-season foods are less expensive and should be used to the maximum. Supply and demand influence the cost of an item. For obvious reasons, locally grown products, in season, are cheaper than out-of-season perishables. Items that fit within the food budget should be used and cost must be considered, but not to the exclusion of

satisfying the members. Another factor to consider is the keeping quality of food items, especially if large purchases are to be made to take advantage of discount prices.

c. SEASONAL CONSIDERATIONS. Fatty foods are more acceptable in cold seasons than in hot seasons. This can be expanded to include the holiday meals and other heavy meals that have low acceptability in summer but are generally preferred during the winter months. For this reason, it is necessary to plan a summer menu and a winter menu. The summer menu should include many crisp salads, vegetables, and non-fat main dishes, and the winter menu should emphasize heavy protein foods and some fatty foods. Ideally, the club should change menus every three months to take advantage of seasonal variations.

d. STAYING QUALITY OF FOODS. Menus should include foods with "staying quality" (foods that do not digest so quickly that the diner has a feeling of hunger within a short time after a meal). Carbohydrate foods (mainly sugars and starches) do not have "staying quality" because they digest so quickly. Menus that include buttered vegetables, cottage cheese, and other small amounts of fats and proteins can be planned to provide more "staying quality" to the meal.

e. EQUIPMENT AND PERSONNAL LIMITATIONS. The amount of kitchen equipment and the number and capabilities of kitchen personnel are factors to be considered in planning menus.

(1) EQUIPMENT. If the kitchen is equipped with only one grill, grilled steaks and grilled pork chops should not be offered on the same menu unless it is possible to prepare a steak that is free of pork chop flavor. Limited oven space means that roasts and cookies should not be listed on the same menu unless they are prepared in advance; this practice is not desirable because it prevents serving the food when their flavor and texture are best. Limited refrigerator space may create a problem in providing jellied salads and desserts, puddings, and other items requiring refrigerations if all are listed for one meal.

(2) PERSONNEL. Only items than can be preapred well by kitchen personnel should be offered. Overloads caused by including several items that require lengthy preparation or last minute and time consuming work should be avoided. In setting up menus, it is important to distribute the workloads in proportion to the capacities of the preparation staff. A thorough knowledge of the size and experience of the staff is a vital necessity.

f. NUMBER OF ITEMS TO LIST. The trend is toward a limited number of items. Advantages of limiting the number of items on a menu include the following:

(1) A relatively small variety of food items have to be kept on hand.

(2) The food moves quickly and there is little chance of loss through spoilage.

(3) Leftovers can be kept at a minimum.

(4) Fewer employees are needed in the kitchen.

(5) Cooks are able to concentrate on the proper preparation of the items offered.

g. PREVIOUS MENUS. Copies of all menus should be kept in a menu file; they should include comments on patron reaction to the menu, difficulty or ease of preparation and combinations of foods found to be satisfactory and acceptable. Information from these previous menus should be considered in planning new menus to avoid repetition and to offer customers food they enjoy.

3. MENU CONSTRUCTION. Some suggestions on menu construction are given below.

a. REGULAR MENUS. A definite system of menu construction makes for a smooth operation and aids in cost control. Detailed menus should be planned for about 2 weeks in advance.

(1) NUMBER OF MEALS. The number of meals to be prepared must be determined. Overpreparation is costly and wasteful; items worked over demand skill and costly labor to make presentable dishes, and some of the worked-over food is lost in the process. Past records and present conditions and trends should be considered in forecasting the number of meals that should be prepared. Start with last year's meals served on a comparable day and month; deduct last year's unusual business, such as a special event; add any special business expected for the day being planned; apply the current trend, such as the percentage of numbers being served; and then adjust the number according to last minute conditions, such as weather, change in scheduled events, or change in leave policy.

(2) PROVISION FOR LEFTOVERS OR BARGAIN ITEMS. Space should be left on each day's menu for at least one entree to be made from leftovers or to take advantage of current market bargains. The refrigerators should be inspected daily and leftovers used, but they should never appear on the menu in the same form in which they were originally served and should not be served the same day. Soup du jour,various salads, sandwich spreads, and casseroles are examples of acceptable uses of leftovers. Avoid keeping dangerous foods such as creamed gravies and dishes with mayonnaise and fresh eggs.

(3) MENU PATTERN. All meals should be built around the main dish. In most cases the main dish is relatively high in protein and fat, such as bacon and eggs for the breakfast meal, and meat, fish, or poultry for lunch and dinner. After the main dish and accompanying side dishes (potatoes, vegetables, and bread) have been selected, the type of appetizer, salad, and dessert best suited to the meal should be determined. Usually a heavy calorie meal calls for a light soup (bouillon, consomme, broth) or juice as an appetizer; a light, crisp salad; and a light dessert of ices or jello. Conversely, heavy soups (vegetable soup, chowders, bisques, gumbo), high calorie salads, and heavy puddings, cakes, or pies should be served with a light main dish.

(4) STANDARDIZED RECIPES. Dishes prepared from standard recipes should be used. Customers can be assured of consistent quality and the amount of food to be prepared can be estimated more accurately. One highly acceptable, well-prepared, reasonably priced item should be included on the menu as a "specialty of the house."

(5) VARIETY. Variety is essential in menu construction. Predictable menu frequencies and predictable meal combinations should be avoided except for merchandised occasions such as "Italian Nite every Wednesday."

(a) FOOD ITEMS. It should not be possible for members to identify the day of the week by recurring menu entrees. Nor should the customer be expected to appreciate items prepared by the same method day after day. There are many methods of serving potatoes and other vegetables. A food item should not be repeated in the same meal; for example, tomato soup and tomato salad, or creamed cabbage and cole slaw. Lamb, peas, and mint jelly are a well-liked combination, but lamb may be equally good if served with other vegetables and other jellies.

(b) COLOR. In constructing a menu, color of the food items should be kept in mind. There is no excuse for serving a dull, one-color meal; there are many different natural colors available. An example of a dull-color meal (all brownish and yellow) is one of pork chops, mashed sweet potatoes, buttered corn, whole wheat bread, and lemon sherbet. Contrasting colors should be used if possible, but the colors should not clash; for example, tomatoes, beets, and carrots should not be served at the same meal. Also, certain colors have specific meanings to some people: yellows and oranges are thought to indicate heavy foods; light green and white, lightness. Artificial blues should be avoided, and dark green should be used sparingly as it appears to decrease appetites. Vegetables, pickles, jellies, and fruits should be selected for the menu according to color.

(c) FLAVOR. A meal should provide variations between bland and sharp flavors. The rule is that only one sharp or strong-flavored food such as onions, salmon, shrimp, or sardines, should be used in one meal. Certain flavors naturally go together, such as apples and pork, tomatoes with veal, and cranberries with poultry. Egg and cheese dishes combine well with most vegetables, especially peas, asparagus, cauliflower, potatoes, turnips, tomatoes, and onions. A complete meal should not consist of all bland foods, such as macaroni and cheese, custard, and plain muffins.

(d) TEXTURE AND CONSISTENCY. There should be a balance between soft and crisp components of a meal. An example of an unbalanced meal in texture and consistency is a meal of beef stew, mashed potatoes, and creamed corn or a meal of crunchy french fried shrimp, french fried potatoes, and a combination radish and celery salad.

(e) SHAPE. There is no reason to serve a "one-shape" meal, such as frankfurters, french fried potatoes, corn on the cob, asparagus and carrot sticks. The french fried potatoes could be replaced with mashed potatoes; the corn on the cob, with whole kernel corn, peas, or beans; or the carrot sticks, with diced carrots.

b. MENUS FOR SPECIAL USES. Menus for special uses are as follows:

(1) CHILDREN'S MENUS. When club members frequently bring a substantial number of children to the dining room, a menu designed for children should be constructed. It should feature specials not included on the regular menu, and the selling price of the items should be adjusted according to the cost of the smaller portions.

(2) BREAKFAST MENUS. Separate breakfast menus should be constructed if the club has a large breakfast trade.

(3) EMPLOYEE'S MENU. Clubs have the special problem of controlling employee meals. Some clubs provide separate employee menus with food items priced at a nominal percent above cost instead of limiting employees to low-cost items on the regular menu. Status of forces agreements overseas may dictate the method of handling employee meals.

(4) PARTY MENUS. It is helpful to have a party menu on hand; it enables even inexperienced personnel to book a party when the hostess, manager, or custodian is absent. The party menu could be in the form of a booklet with items in categories according to portion and selling price. Some members who plan a party know how much money they have to spend but are often uncertain as to what food should be served. If the party is limited to $2.50 for each person, the planner can turn to those pages of the party menu listing breakfasts, luncheons, teas, or dinners at that price. An established party menu also serves to standardize prices.

4. FORMAT, COST, AND QUANTITY OF MENUS. Since the purpose of a menu is to sell food and is the first direct communication with the guest, it must be attractive and easy to read. Overall appearance, wording, format, print, durability, cost, and quantity must be determined before the menus are printed. If necessary, printing companies familiar with menu reproduction should be consulted, and techniques used on menus of successful eating establishments should be studied. Some guidelines for preparing menus for final printing are as follows:

a. OVERALL APPEARANCE. The menu should be simple but in keeping with the decor of the dining room or the club in general. Breakfast menus should be bright and colorful; children's menus, interesting in design; and holiday menus, designed for the particular event or holiday. Consider tying the menu to the geographical area, such as an oriental format in the Far East.

b. WORDING. Attractive identification of the food items is a selling point. Such descriptive terms as "snowy white mashed potatoes; crispy, garden-fresh salad; golden-brown fried chicken," and similar terms tend to make food items more appealing and appetizing. On the other hand, don't use meaningless phrases simply to impress the customer. Be sure that the menu actually and accurately describes the food to be served. All spelling, punctuation, and sentence structure must be correct.

c. FORMAT. The size, shape, cover, and layout of the menu must be considered.

(1) SIZE AND SHAPE. Choose a shape and size that the customer can handle easily.

(2) COVER DESIGN. Design a cover in keeping with the atmosphere. The color of the cover, artwork, and listings to use should be considered.

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Listings may include the address, location, phone number, special services offered, and other appropriate information. Pictures on menu covers is common; a photograph, perhaps an aerial view, of the club might be used.

(3) LAYOUT. Suggestions for planning the layout are given below.

(a) Lay out the entire list of offerings and then group items logically; avoid conflicting color contrasts and conflicting flavors.

(b) Consider placement of items carefully. Food items that draw members to the dining room can be made even bigger attractions by well-planned menu layout and design. The average customer's eyes go first to the center of the right-hand page; this is the key selling space. Items offered in this space should be those that are most profitable to produce and serve and those that can build up the club's reputation for quality dining. Obviously not all items can be placed in the most prominent spot. Putting a border around high-profit, fast-selling items increases their sale. Also, on an a la carte menu, all items that belong together, such as all vegetables, all desserts, and similar items should be grouped. Children's meals, daily specials, and specialties of the house should be grouped for easy customer reference. A table d'hote menu should clearly indicate items included with the meal. Another method of offering specials is the use of clip-ons, although care must be taken that the menu appearance is not ruined.

(c) Give persons not connected with preparing the layout an opportunity to point out areas that might be confusing to a customer. Unbiased individuals may easily spot problems that would be overlooked by one actually doing the layout.

(d) Plan for food item and price changes.

d. PRINT. Size, color, and style of print must be given consideration. Use colored print if it is beneficial for appearance or clarity, but be alert for unpleasing color combinations; for example, orange lettering on purple printing material would not lend to eye appeal. Choose type size in keeping with the food operation. Legibility can be enhanced by large type and proper spacing; however, large letters are often associated with fast-food-type operations. Choose an attractive type style, but make sure the style chosen does not lower readability.

e. DURABILITY, COST, AND QUANTITY. Durability and cost of menus are closely related. Because the guest comes in direct contact with the menu, quality of the material is important. Do not, however, judge on price alone; simply because printing stock is expensive, it is not necessarily of high quality and may not last long with constant use. A menu of laminated plastic may be expected to outlive one of plain cardboard, but it would not be suitable if it could not be altered to reflect changes in food items and prices. In addition, the laminated plastic menu may not project the correct image for a formal dining room, as it is normally associated with lunch counters and snack bars. Discuss cost and durability of printing stock with the printer before deciding on material and number of copies. Consider appearance and durability, and choose the material priced within the budget allowance. Do not order in such large quantities that the menu will outlive its usefulness.

SECTION II

GOURMET MENUS AND RECIPES

5. MEANING OF GOURMET. A gourmet is a person who is knowledgeable on the subject of foods and wine. He has cultivated a refined taste in eating and drinking, and is a good judge of quality.

6. GOURMET RECIPES. The origin and distinctive features of gourmet recipes are discussed below.

a. ORIGIN. Gourmet recipes are of European origin and have European names. The dishes are derived from all over the continent but are chiefly from France, Italy, Germany, Russia, and England. French methods of cooking predominate since France has been seriously concerned with the subjects of food and wine for many centuries. It is necessary to have a common nomenclature to describe food and the method in which it is prepared; French chefs have supplied the Western world with a vocabulary of cuisine. Many people in English-speaking countries dislike French terms being used to describe dishes, sauces, and cooking methods; there are many terms that might be Anglicized, but not without some confusion. Some examples are Hollandaise and Bordelaise sauces, which identify relatively complex sauces that would have to be described in detail if the French terms were not used. Another example is the term "sauce a l'Italienne." Despite its name, it is not an Italian style gravy but a French interpretation of an Italian sauce prepared for use with different European dishes.

b. DISTINCTIVE FEATURES. Two basic ingredients of gourmet dishes are wine and sauces. Food items used in regular recipes are also used in gourmet recipes, but additional ingredients make the difference in the finished products. Some examples are sauces added to vegetables, poultry, fish, and meats; gelatin, to soups; stuffings, to meats, poultry, and fish; almonds, to fish, vegetables, and meats; cream, to soups, vegetables, meats, and fish; and garnishes, to soups, salads, vegetables, meats, and fish. Also, gourmet cooking includes many flambé dishes, such as various steaks flambé, crepes suzette, fruits flambé (banana, pineapple, peach). Flambés are foods covered with brandy or liqueurs to change the taste; they are ignited to add a special touch to the dish and enhance the flavor. Gourmet dishes are generally prepared to be served in smaller portions than are served with regular meals because they contain a variety of rich ingredients. A few examples of gourmet dishes are given below.

(1) Banana flambé.

(2) Beef stroganoff.

(3) Coq au vin (chicken, preferably young rooster sautéed and served with wine sauce).

(4) Chateaubriand (tenderloin steak).

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(5) Lobster newburg.

(6) Coquilles St. Jacques (scallops with wine sauce).

(7) Truit auz amandes (trout with almonds).

(8) Potage reine mogador (chicken soup).

7. PRINCIPLES OF CONSTRUCTING GOURMET MENUS. The same general principles of constructing regular menus apply to gourmet menus.

a. Foods in season should be used as much as possible. In spring young fresh vegetables should be used. Shad roe and asparagus are delicious in the spring but are not suitable for serving at other times. Some meats and poultry are also seasonable; for example, venison and pheasant should be served during the winter months only.

b. Food of different flavors, textures, and colors should be included in each menu, such as bland food and spicy food; sweet and pungent; crisp and smooth; and colorful and colorless.

c. Excessive repetition of ingredients and cooking methods should be avoided on the same menu.

d. A menu should include no more than one dish cooked with wine.

8. FOOD ITEMS USED IN CONSTRUCTING GOURMET MENUS. Below is a listing of typical food items that may be used in constructing gourmet menus.

a. BREAKFAST ITEMS.

(1) FIRST COURSE.

(a) Fresh, frozen, or canned fruits, such as bananas, blueberries, grapefruit, melon, and strawberries, or

(b) Cooked or uncooked cereal.

(2) MAIN ENTREE.

(a) Eggs Benedict, crisp bacon, and corn sticks, or

(b) Eggs Florentine, Virginia baked ham, and hot buttered biscuits, or

(c) Broiled ham slices, waffles, and hot syrup.

b. LUNCHEON ITEMS.

(1) FIRST COURSE.

(a) Seafood, such as shrimp or oysters, or

(b) Fruit, such as broiled grapefruit or fruit with sour cream, or

(c) Soup, such as bouillon or consomme, or

(d) Vegetables, such as tossed green salad or mixed vegetable salad.

(2) MAIN ENTREE.

(a) Beef prepared by dry heat or moist heat methods, or

(b) Chicken, turkey, or duck, or

(c) Seafood, such as shrimp, fish, lobster tail, scallops, or oysters, or

(d) Smoked cured or fresh pork, or

(e) Lamb prepared by dry heat or moist heat.

(3) DESSERT.

(a) Layer or pound cake, or

(b) Chiffon or fruit pie, or

(c) Assorted flavors of ice cream or sherbet, or

(d) Melon, such as cantaloup, watermelon, honeydew melon, or cut up assorted melon with or without sauce.

c. DINNER ITEMS.

(1) FIRST COURSE.

(a) Fruit, such as grapefruit and orange au marasquin, orange en supreme, cantaloup and watermelon balls, or fruit salad, or

(b) Soup, such as onion soup au gratin, potage ruffo, consomme brunoise and vermicelli, or creme congalaise, or

(c) Seafood, such as oyster cocktail, shrimp cocktail, oyster on the half shell, or creme cardinal.

(2) MAIN ENTREE.

(a) Beef, such as roast sirloin of beef, filet mignon, sirloin steak, or tournedos bordelaise, or

(b) Fish, such as lobster croquettes, broiled pompano, fillet of turbot, or broiled shad, or

(c) Lamb, such as rack of lamb, broiled lamb noisettes, roast leg of lamb, or broiled lamb chops, or

(d) Pork, such as baked ham, ham croquettes, pork loin roast, or breaded pork chops, or

(e) Veal, such as stuffed breast of veal, breaded veal chops, breaded veal cutlets, or roast loin of veal, or

(f) Poultry, such as roast turkey, roast goose, baked chicken, broiled chicken, or broiled squab.

(3) DESSERT.

(a) Ice cream, sherbet, or ices, or

(b) Pie, pastries, or puddings, or

(c) Cakes or cookies, or

(d) Assorted melon cubes or balls.

9. SAMPLE MENUS. Typical gourmet menus for the three main meals are given below.

BREAKFAST

Hot Oatmeal	Grapefruit
Virginia Baked Ham	Canadian Bacon Slices
Eggs Flourentine	Waffles with Hot Sirup
Hot Buttered Biscuits	Coffee
Coffee	

LUNCHEON

Lobster Pernod Flambe
Ham en Croute
Pecot Potatoes
Fronds d'Artichauts
Small Parkerhouse Rolls
Grand Mariner Pudding
Coffee

Medallions of Lobster Bordelaise
Chicken in Sweet Vermouth
Tagliarini Casserole
Green Beans Amandin
Crescent Rolls
Fresh Orange Mousse
Coffee

DINNER

Chilled Vichyssoise
Poached Fish Fillet with Mushroom Bercy Sauce
Half Cornish Hen with Wild Rice
Baby Carrots in Sherry Sauce
Buttered Broccoli
Molded Cranberry Salad
Crepes Suzette
Parkerhouse Rolls
Coffee

Chilled Consomme with Caviar
Bread Sticks
Baked Trout with Julienne Potatoes
Roast Leg of Lamb
Broiled Peach Half with Mint Jelly
Asparagus with Hollandaise Sauce
Potato and Carrot Balls Baked in Butter
Tossed Salad
Parkerhouse Rolls
Cherries Jubilee
Coffee

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APPENDIX A

REFERENCES

AFM 176-3 Open Mess Cost Control and Management

Mastering the Art of French Cooking, by Julia Child

The Gourmet Cookbook

The Professional Chef, Culinary Institute of America, Inc. and Editors of Institute Magazine, Published by Institutions Magazine, Chicago, Illinois

Gourmet Table Service, Paul O. Huebener

Modern Encyclopedia of Cooking, Meta Givens

APPENDIX B

GLOSSARY

A la Flourentine--Served on shredded spinach.

Amandine --Almonds.

Artichauts--Artichokes.

Au gratin--With a crust (cheese or bread crumbs, or both).

Bearnaise sauce--Fish sauce of shallots (onionlike plants), white wine, parsley, and lemon juice.

Bordelaise sauce--Shallots, red wine, peppers, thyme, bay leaves, beef marrow, and meat stock.

Fillet--Lean meat without bone.

Julienne--Cut into long slender pieces.

Mignon--Delicate, dainty, small, choice food.

Mousse--Foamy or fluffy dish.

Noisettes--Small pieces of lean meat, often a boneless chop.

Petits fours--Small fancy cakes iced by dipping to cover completely.

Potage--Thick soup.

Squab--Nestling pigeon.

Tournedos--Tenderloin trimmed and cut in the shape of a crown, sauteed, and served with garnish and sauce.

Turbot--European flatfish similar to flounder.

Vermicelli--Long fine rods of dried flour paste, similar to spaghetti but thinner.

Vichyssoise--Cold soup of potatoes, cream, leeks, chives.

LESSON 1 Credit Hours: 1

SELF-GRADING LESSON EXERCISES

REQUIREMENT. Exercises 1 through 10 are multiple choice. Each exercise has only one single best answer. Indicate your choice by circling the appropriate letter.

1. An important menu planning factor to consider is

   a. size of the dining room.

   b. number of club members.

   c. customer acceptability of food items.

   d. employee acceptability of food items.

2. What food elements add "staying quality" to a meal?

   a. Fats and proteins.

   b. Cellulose and phosphorus.

   c. Calcium and iron.

   d. Sugar and starches.

3. Detailed menus should be prepared how far in advance?

   a. Three weeks.

   b. Two weeks.

   c. One week.

   d. Three days.

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4. What should be done with leftovers?

   a. They should be served in a different form the following meal.

   b. They should be served in the same form the following day.

   c. They should be added to the employee's menu.

   d. They should be served in a different form on a different day.

5. Where on a printed menu should items that are most profitable to serve be placed?

   a. Center of the left-hand page.

   b. Center of the right-hand page.

   c. Top of the left-hand page.

   d. Top of the right-hand page.

6. A gourmet is a person who

   a. has had experience in cooking with wines.

   b. has cultivated a refined taste for good food and wines.

   c. has had experience in making rare wines.

   d. has specialized in the operation of exclusive restaurants.

7. What are gourmet recipes?

   a. Recipes that are prepared by gourmets.

   b. Recipes that use imported ingredients exclusively.

   c. Recipes prepared from domestic and imported items.

   d. Recipes prepared by using regular food items and adding sauces, wines, and other items.

8. Gourmet dishes are prepared to be served in smaller portions than those served with regular meals because

   a. the ingredients used are more expensive.

   b. the ingredients are more difficult to obtain.

   c. they contain many rich ingredients.

   d. the dishes are more difficult to prepare.

9. You are asked to choose a tomato soup suitable as an appetizer for a gourmet luncheon. Judging from the ingredients for recipes listed below, which would be most appropriate?

   a. Fresh or canned tomatoes, chopped onion, cloves, butter, flour, sugar, salt, pepper.

   b. Canned tomatoes, chopped onions, butter, flour, sugar, scalded milk, salt.

   c. Seasoned tomato juice, gelatin, water, minced parsley, sherry, bouillon cubes, green pepper.

   d. Tomato juice, chopped onion, chopped celery, minced parsley, flour, salt, vinegar, sugar.

10. What planning factor has been disregarded in preparing a menu for 23 December that lists roast beef, creamed asparagus, baked potatoes, tossed green salad, sweet rolls, and sponge drop cookies?

   a. Staying quality of food.

   b. Equipment limitations.

   c. Seasonal temperature.

   d. Keeping quality of food.

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REQUIREMENT. Exercises 11 and 12 are true-false. Indicate your answer by writing a T or an F next to the exercise number.

11. Laminated plastic is the most desirable material to use for menus because it is more durable than paper.

12. Flambes are food items that are covered with brandy or liqueurs to change the taste, and ignited to add a special touch and enhance the flavor.

HAVE YOU COMPLETED ALL EXERCISES? DO YOU UNDERSTAND EVERYTHING COVERED? IF SO, TURN TO THE NEXT PAGE AND CHECK YOUR ANSWERS AGAINST THE SOLUTIONS.

U.S. ARMY QUARTERMASTER SCHOOL
FORT LEE, VIRGINIA 23801

LESSON 1

SOLUTION SHEET

MENU PLANNING AND CONSTRUCTION

Check your work against the solutions given below. If you have made a wrong response or omitted a required response, correct your work. Then, go back and restudy the appropriate text portion once more (references follow each solution).

Ex	Sol	Ref
1.	c	para 2a
2.	a	para 2d
3.	b	para 3a
4.	d	para 3a(2)
5.	b	para 4c(3)(b)
6.	b	para 5
7.	d	para 6b
8.	c	para 6b
9.	c	para 6b
10.	b	para 2e(1)
11.	F	para 4e
12.	T	para 6b

All references are to the Lesson Text

HAVE YOU CHECKED YOUR ANSWERS, MADE CORRECTIONS, AND RESTUDIED THE TEXT, IF NECESSARY? IF YOU HAVE, GO ON TO THE NEXT LESSON OF THIS SUBCOURSE.

LESSON 2 Credit Hours: 2

LESSON ASSIGNMENT

SUBJECT Buffet Service.

STUDY ASSIGNMENT Lesson Text.

SCOPE Planning sit-down and finger-type buffets; menu planning; table arrangement; arrangement and replenishment of food; arrangement of beverages, utensils, and decorations; selection, construction, and display of centerpieces.

OBJECTIVES As a result of successful completion of this assignment, the student will be able to--

1. State factors involved in planning buffets.
2. Plan menus for sit-down and finger-type buffets.
3. Explain factors involved in food preparation.
4. Explain how tables should be arranged.
5. List items necessary for place settings for sit-down buffets.
6. State how food should be arranged and replenished on serving tables.
7. Explain how beverages and utensils should be arranged on tables.
8. List appropriate types of centerpieces, and state how centerpieces are prepared and displayed.

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LESSON TEXT

SECTION 1

ADVANTAGES, TYPES, AND PLANNING OF BUFFETS

1. ADVANTAGES OF BUFFET SERVICE. The term "buffet" means a long table, sideboard, counter, or cabinet used to hold food for serving. The term now also applies to a meal arranged on a table or tables so that guests may serve themselves. A buffet meal can accommodate a larger number of guests than could be accommodated at a regular meal in the same space. Buffets also offer the advantage of easier service, require fewer personnel, and permit guests to select their favorite foods in quantities desired.

2. TYPES OF BUFFETS. Buffets may be classified in many ways, such as formal or informal, hot or cold, smorgasbord, sit-down or finger-type. All buffets, however, can be classified as sit-down buffets, where tables and chairs are provided for guests after they get their food, or as finger-type buffets, where no dining tables are provided and guests are free to move around and visit while they are eating.

3. PLANNING FACTORS TO BE CONSIDERED. Factors to be considered in planning a buffet are discussed below.

   a. TYPE OF MEAL AND NUMBER OF GUESTS. Before any concrete planning can be done, the planner must know the approximate number of guests to expect and know whether the buffet is to be a sit-down buffet or a finger-type buffet. He must also know whether it is to be simple or elaborate; hot or cold; a light, low-caloric meal for ladies or a meal with a variety of dishes for men with hearty appetities; an all-purpose buffet or a buffet for a special holiday or some special event; or a smorgasbord.

   b. PRICE OF THE MEAL. The price of the meal should be known to permit the planner to stay within the budget and still give members their money's worth.

   c. THEME TO BE USED. The theme to be used is determined by the occasion or event for which the buffet is being planned. Whether the theme is a special holiday theme, wedding theme, seasonal theme, musical theme, Hawaiian theme, or any of the many themes called for, the decorations must be appropriate for the occasion, in good taste, and not too elaborate. The theme can be carried out in dining room decorations, table decorations, centerpieces, and in some cases, food garnishes.

   d. SEASON OF THE YEAR AND TIME OF DAY. The season and time of day must be taken into account. The same type of menu would not be appropriate for for a summertime brunch as for an evening buffet served during the winter months.

   3. FACILITIES OF THE CLUB. Some of the facilities that must be considered include kitchen facilities (cooking space, oven space, utensils), refrigerator space, serving utensils, dining room capacity, tables, and linens.

f. AVAILABILITY OF FOOD AND SUPPLIES. The planner must assure that all food items he is planning to serve and that all necessary supplies are available at the price the club can pay.

g. CAPABILITIES OF AVAILABLE PERSONNEL. Only items that club personnel can prepare well and present attractively should be used. This includes the cooking or baking of the items, plus garnishing and decorating certain items. An ice carving as a centerpiece should be planned only if someone skilled in the art is available; otherwise, a floral, fruit, or other type of centerpiece should be used.

h. OTHER ACTIVITIES ON THE POST OR NEARBY. Other activities on the post or nearby may bring more members to the dining room or may cause fewer to be present on a particular day. A golf tournament, football game, or other sports event on the post may bring more members to the club to eat. On the other hand, if a banquet or party is being held in the area, fewer members could be expected.

4. AVOIDING LAST-MINUTE CONFUSION AND DELAYS. Some suggestions for avoiding last-minute confusion and delays are given below.

a. After a buffet has been planned in detail, a master plan should be written out and be reviewed with all personnel who will be involved in preparation and service. The plan should show food to be served, source of recipes for all dishes, containers to be used for finished displays (trays, bowls, platters, and similar items), centerpiece and other decorations, dining area, table arrangements, and directions for positioning food on the serving table. During the review, personnel should be given specific instructions on all assigned tasks.

b. After the review, the master plan should be posted where involved personnel can refer to it.

c. Alternate plans for the dining area should be made in case it is necessary to switch areas for any reason.

d. Stoves, refrigerators, and other necessary items of equipment should be checked to assure that they are functioning properly.

e. The person in charge should check on dining tables and chairs (sit-down buffet) and serving (buffet) tables to assure that an adequate number will be available on the scheduled date.

SECTION II

SIT-DOWN BUFFETS

5. MENU PLANNING. The person in charge of planning a buffet menu should consider the overall appearance of the buffet table, color combinations, and garnishes to be used in addition to choosing appropriate food items and planning the use of leftovers. Various buffet menus are discussed below.

a. BREAKFAST. Breakfast buffets are usually informal, and frequently guests gather slowly. For early guests, a separate table may be set up with fruit juices or iced fruits and hot coffee. Typical breakfast items should be displayed on the main buffet table: Cereals (hot and cold); toast; sweet rolls or coffee cake; hot cakes or waffles and syrup; sausage, bacon, or ham; and coffee, tea, and milk.

b. BRUNCH. A brunch buffet is commonly served on Sundays and holidays, and the menu usually includes breakfast items and luncheon items. The following items for brunch buffet menus are suggestions only, and obviously not all items would be included on the same menu: Fresh fruit, fruit juices; roast beef, chicken, chicken livers, sweetbreads, ham; sausage, bacon; eggs; pancakes or waffles with syrup; molded salads; potatoes; toast, sweet rolls, English muffins; Danish pastry, cheese cake, coffee cake; jelly or preserves; coffee, tea, milk. A brunch menu might consist of--

Melon Balls
Broiled Canadian Bacon
Roast Round of Beef
Pancakes With Sirup
Scrambled Eggs
Hash Browned Potatoes
Orange Salad Mold
Assorted Sweet Rolls Strawberry Preserves
Coffee, Milk, Tea

c. LUNCHEONS. The menus below are given strictly as examples of various kinds of buffet luncheons. They are not intended to be used as rigid guidelines; the occasion itself dictates the number and types of dishes that should be included

(1) COLD BUFFET LUNCHEON FOR EXECUTIVES.

Fruit Bowl
Cold Sliced Ham
Carrot Sticks, Radishes, Celery
Spiced Peaches, Pickles, Olives
Assorted Sandwiches
Sliced Cheeses Deviled Eggs
Tossed Salad With Various Dressings
Cole Slaw
Assorted Crackers and Dip Hot Buttered Rolls
Strawberry Shortcake With Whipped Cream
Coffee, Milk, Tea

(2) HOT BUFFET LUNCHEON FOR EXECUTIVES.

Oyster Soup
Swiss Steak With Mushrooms
Sauteed Noodles
Broccoli With Hollandaise Sauce
Buttered Carrots
Hot Buttered Rolls
German Chocolate Cake
Coffee, Milk, Tea

(3) LIGHT BUFFET LUNCHEON FOR LADIES. A light luncheon menu may be planned when a buffet is arranged for a group of ladies. Some suggested entrees and supporting dishes are given below.

(a) ENTREES.

Breast of Chicken Kiev
Avocado Stuffed With Crab Meat
Salmon Mousse en Bellevue

(b) SUPPORTING DISHES.

Waldorf Salad Mandarin
Relish Tray (sliced tomatoes, cucumbers, green peppers, olives, small wedges of lettuce)

(4) ALL-PURPOSE BUFFET LUNCHEON.

Shrimp Souffle Chicken Salad
Buttered Carrots and Peas
French Bowl Salad
Hot Buttered Rolls Jelly
Olives, Pickles, Radishes
Apricot Upside-down Cake
With Whipped Cream
Coffee, Nuts, Mints

d. DINNERS. Dinner buffets are usually more elaborate than other buffets; however, they may range from an all-purpose meal to a very elaborate affair.

(1) ALL-PURPOSE SUMMER EVENING BUFFET. Listed below are suggested entrees and supporting dishes for an all-purpose summer evening buffet using cold sliced meats and cheeses.

(a) ENTREES.

Sliced Baked Sugar Cured Ham
Sliced turkey
Assorted cheeses
Sliced Roast Beef

(b) SUPPORTING DISHES.

Glazed Sweet Potatoes
Vegetable Salad
Cranberry Sauce
Pickled Beets
Assorted Breads With Butter
Ice Cream With Cookies or Cake
Coffee or Iced Tea

(2) ELABORATE BUFFET DINNER. For an elaborate buffet dinner a carver is usually present, and servers may or may not be used. An ice carving or other table decorations are usually used. Some suggested items for a buffet dinner are listed below.

(a) A decorated turkey (fig. 1), chicken, ham (fig. 2), fish, or an arrangement of crabs or lobsters.

(b) Bowls or platters of salads--potato, macaroni, cucumber, cole slaw or vegetable.

(c) Dishes of olives, radishes.

(d) Containers of appropriate cold sauces.

(e) Some appropriate chafing dish items such as,

Chicken a la king on toast
Lobster newburgh with rice
Chicken creole with rice
Chicken livers with spaghetti
Beef stroganoff with noodles
Chicken fricassee
Hungarian beef goulash

(f) Desserts need not be elaborate,

Fresh fruit
Cheese

Figure 1. Turkey decorated for use on a buffet table.

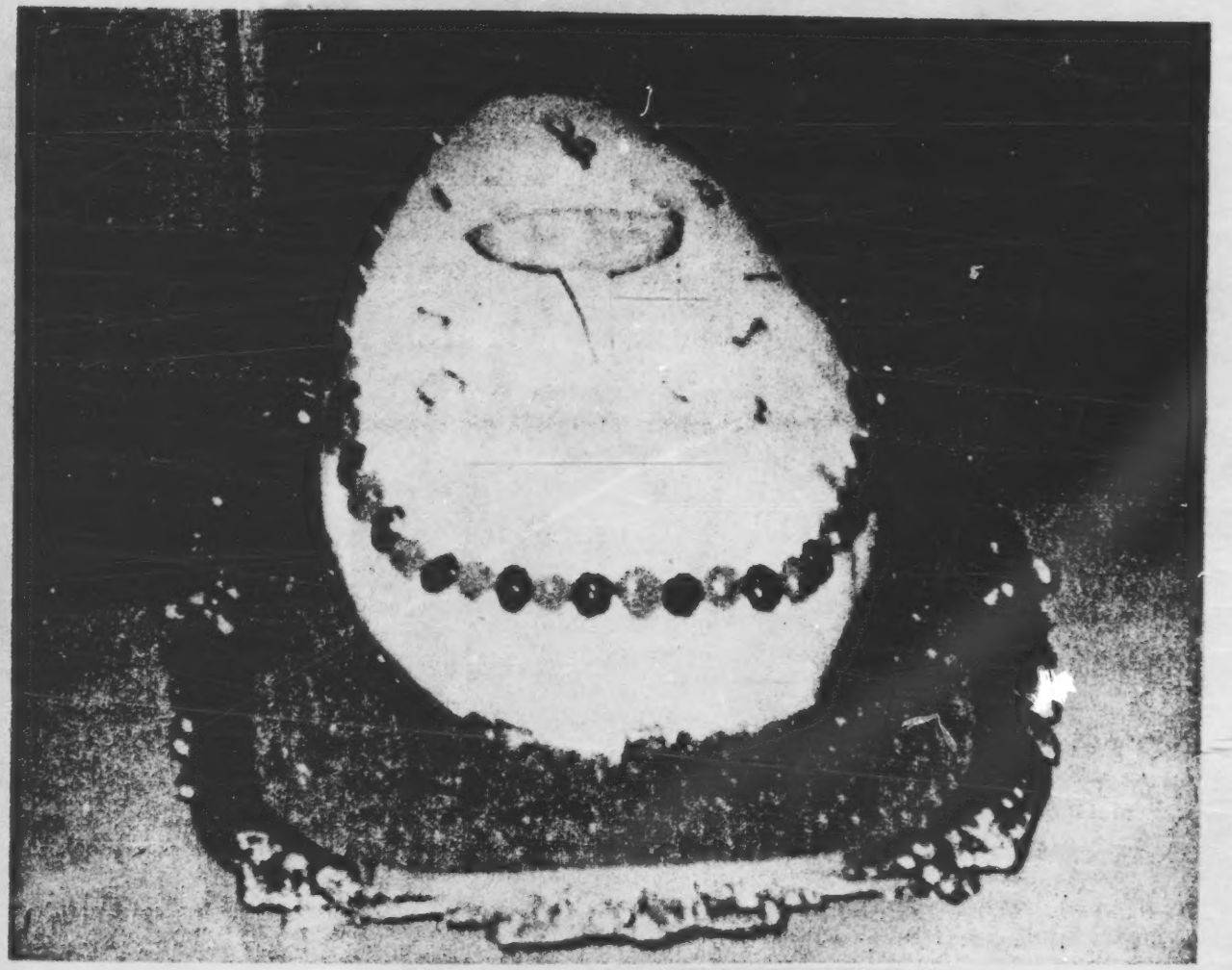

Figure 2. Ham decorated for use on a buffet table.

e. SMORGASBORD. The smorgasbord, traditionally Swedish, is an informal meal similar to the buffet; however, a smorgasbord menu usually consists of a greater variety of foods--hors d'oeuvres, open-face sandwiches, hot and cold meats, smoked and pickled fish, sausages, cheeses, salads, relishes, desserts, and other foods. Also, food items are prepared in smaller portions than for a regular buffet.

f. CHEESE BAR. A cheese bar is sometimes set up when a meal is served buffet style. Many types of cheeses are suitable for use at a cheese bar; some that may be used are gouda, swiss, muenster, edam, gruyere, cheddar, roquefort, and blau. Two or three varieties should be used at the cheese bar. Blocks of cheese, 1 to 3 pounds in size, are displayed on a silver platter on which a doily has been placed. To encourage guests to help themselves, a 1- to 1 1/2-inch wedge should be cut from each type and placed in front of the block from which it was cut; a cheese knife should be available. Platters of various kinds of crackers and bread triangles and a variety of mustards (light, dark, horseradish) with butter spreaders should be placed near the cheeses. Fruits, such as apples, pears, and grapes, should also be available at the cheese bar.

6. USE OF LEFTOVERS. Leftovers can be a problem unless they are considered at the time menus are being planned. Meats and poultry are the most generally accepted leftovers, but seafood, potatoes and other vegetables, and bread and plain rolls can also be used. Leftovers should be placed in airtight containers to prevent absorption of foreign odors and flavors and to prevent dryness; they should be refrigerated immediately. Leftover items used in hot dishes should not be overcooked. Overcooked meats become too dry, or in some cases, become rubberlike; reduce the second-cooking time to the minimum--about 8 to 10 minutes. When leftover vegetables must be reheated, some of their pot liquor or a small amount of milk and butter should be used. Leftover items should not be served in their original form; they should be converted into palatable attractive dishes. Many recipes for dishes prepared with cooked items are available. Below is a list of just a few ways in which some leftovers can be used.

a. MEATS AND POULTRY. Some examples of ways in which leftover meats and poultry can be used are as follows:

(1) BEEF AND VEAL. Beef and veal can be combined with other ingredients and made into stews, soups, hash, or casseroles.

(2) CHICKEN AND TURKEY. Sliced chicken and turkey can be covered and heated in the oven and served with a cooked sauce made of cream of mushroom soup, sherry, lemon juice, cooked diced shrimp and ham, and seasoning. Sliced chicken and turkey can also be used for making open sandwiches. Diced, chopped, or minced poultry can be used in casseroles, mousses, salads, souffles, and sandwich spreads.

(3) HAM. Cold slices of ham can be used on a platter with other cold cuts or made into sandwiches. Other uses of ham are for making sandwich fillings, eggs Benedictine, salads, casseroles, souffles, and stuffed green peppers.

(4) LAMB. Leftover lamb can be used to make lamb curry, lamb hash, or lamb scallop.

b. SEAFOOD. Many seafood recipes call for cooked shrimp, lobster, or fish, such as Chinese egg rolls, shrimp canapes, lobster canapes, seafood au gratin, and shrimp curry.

c. VEGETABLES. Leftover vegetables may not be so easy to use as meats because usually only small amounts are left; however, two or even more can sometimes be combined and served as a hot vegetable or used in soup or a cold salad. Mashed potatoes can be made into potato puffs; boiled potatoes can be used to make hashed brown potatoes. Green beans and yellow wax beans can be used with other ingredients to prepare various casseroles or can be used in cold salads.

d. BREAD AND ROLLS. Leftover bread and rolls can be dried and crumbled and used in recipes calling for bread crumbs. Bread can also be diced and used as stuffing for meat, fish, and poultry dishes.

7. TABLE ARRANGEMENTS. Table arrangements vary with the number of guests to be served and available space.

a. BUFFET TABLES. A rectangular table, or tables, or round tables may be used. They may be placed against a wall for single line service or in the center of the dining room to accommodate two separate lines. They should be arranged in such a way that the line or lines can move along freely and eliminate congestion. For quicker and more efficient service, the tables should be arranged so that a carver and servers can be stationed behind them to assist guests as they move along the opposite side. This arrangement also permits dishes to be replenished with little or no confusion.

b. DINING TABLES. Dining tables should be arranged so that guests are not crowded and so that waitresses can work efficiently--serve beverages and desserts and clear tables, if necessary.

8. FOOD PREPARATION. All buffet items must be palatable and prepared according to approved recipes. Preparing items for buffet meals, however, involves more than boiling, roasting, baking, broiling, or other cooking methods; buffet dishes must be attractive and appetizing, so decorations and garnishes are added to many items (a through d below). Also, some foods should be sliced or partially sliced before they are placed on the serving table (e below); and food items are sometimes prearranged in a definite pattern to carry out the theme of the buffet (e below). Practically all foods are more appetizing when they are skillfully garnished, but it is not desirable to garnish too many dishes at one meal. Color combinations and overall appearance of the display table must be considered. It is sometimes wise to garnish only the featured dishes and leave the other foods plain. Garnishes are usually applied to meats, poultry, and seafood; molded salads; desserts; or fancy breads and sandwiches. Vegetables, soups, beverages, simple salads, and other foods may be garnished, but, again, discretion must be used to avoid an "overdressed" appearance. All garnishes placed on a platter with food must be edible. Food must be easy to identify; garnishes should not be used to the extent that the food items cannot be recognized. Below are just a few examples of how buffet items are prepared for display.

a. USE OF CHAUD FROID SAUCE. Chaud froid is a rich, nontransparent, glossy coating made from meat, poultry, or fish stock; it is used to cover cold meats, poultry, or fish. Chaud froid is used to spark up the appearance of what otherwise would be drab items; poached capons become bright, smooth, and glossy when coated with chaud froid. The sauce also preserves flavors and prevents dryness; turkey slices gain flavor and moisture when coated with it. Meat chaud froid should be used only on meat; and fish chaud froid, only with fish. Coatings should not be too heavy. Whole hams, turkeys, fish, and similar large items coated with chaud froid are usually decorated with edible food items.

b. USE OF ASPIC. Aspic is a clear jellied coating made from rich meat, poultry, or fish stock. It is used to coat salmon and other whole fish, turkeys, capons, pheasants, ducks, quails, lobsters, smoked tongue, and other meat, poultry, and fish. It may also be added to some canapes. Aspic is used to preserve the flavor of cold items, add a glossy sheen, preserve food items while they are being refrigerated, and preserve foods coated with chaud froid. Aspic should be crystal clear, well seasoned, flavorful, and the right color.

c. USE OF CARVED FRUIT DISPLAYS. Attractive baskets and other objects can be carved from melons, pineapples (fig. 3), and some citrus fruits. Watermelons are often cut either horizontally or vertically in basket shapes and the fruit scooped out in balls or cubes; the fruit is mixed with other fruits for fillings. Oranges and grapefruit are used for smaller baskets.

d. USE OF DECORATIONS AND GARNISHES. What to use for decorating and garnishing food items and where to place them differ with each dish.

(1) Decorations for ham, poultry, or fish may be applied to the whole item or slices, and decorations and garnishes may be used on the platter. Decorations are determined to a certain extent by the type of coating used (chaud froid or aspic). Designs may be made on the coating of the whole item and, if desired, on slices positioned around the item; truffles, ripe olives, hard cooked eggs, lemon slices, pimentos, leek, parsley, or any appropriate food item can be used to make the design. Items that do not properly complement the food should not be used; for example, salami should not be used with salmon.

(2) Fruits, lettuce, and cottage cheese are examples of foods used to garnish molded salads.

(3) Cakes, cookies, and sweet rolls are decorated with various types and colors of frosting.

(4) Below is a list of garnishes with their suitable uses.

Figure 3. Honeydew melons and pineapples carved for buffet table.

Garnish	Suitable use
Lemon wedge	All pan-fried fish, pancakes.
Lemon slice	All pan-fried fish, roast veal.
Parsley sprig	All pan-fried fish.
Chopped parsley	Boiled potatoes, all vegetables.
Watercress sprig	All grills, salads, roasts.
Grilled or sliced tomato	Baked fish, grills, dark entrees.
Mushroom caps	Chicken entrees, light meat stews.
Panfried or French fried onions	Sausage and offal dishes.
Macedoine	Medium and light entrees, stews.
Green peas	Blanquettes, fricasses.
Beetroot	Hot-pot, mixture of mutton.
Red cabbage	Hot-pot, sausage, offal dishes.

e. USE OF SLICING AND ARRANGING TECHNIQUES. Hams, roasts, turkeys, and similar food items can be sliced or partially sliced for easier serving before they are placed on the display table. Sliced items can be made attractive and used as feature items if they are carefully prepared. Figure 4 shows a turkey completely sliced. The meat was removed from the frame, carefully sliced, and put back on the frame and decorated. Some food items can be arranged in certain patterns to complement the buffet theme. Figure 5 shows lobsters that were prearranged and decorated before they were placed on the serving table as a centerpiece.

9. PREPARATION SCHEDULE. Work should be scheduled so that all foods can be produced easily by the time guests arrive. The person in charge should make realistic food production plans, keeping in mind how many people can be assigned and how many can be expected to be present. Below is a suggested sequence that can be adapted to meet varying buffet requirements.

a. WELL IN ADVANCE. Prepare ice carvings and store in freezer.

b. ONE DAY IN ADVANCE. Prepare foods that stand up well in the refrigerator. These include basic aspic and chaud froid for coating; gelatin molds, with or without fruit; boiled lobsters; poached salmon; basic ingredients for hors d' oeuvres. Assemble and decorate all pieces requiring aspic of chaud froid, especially the large pieces. Do all basic work on platters.

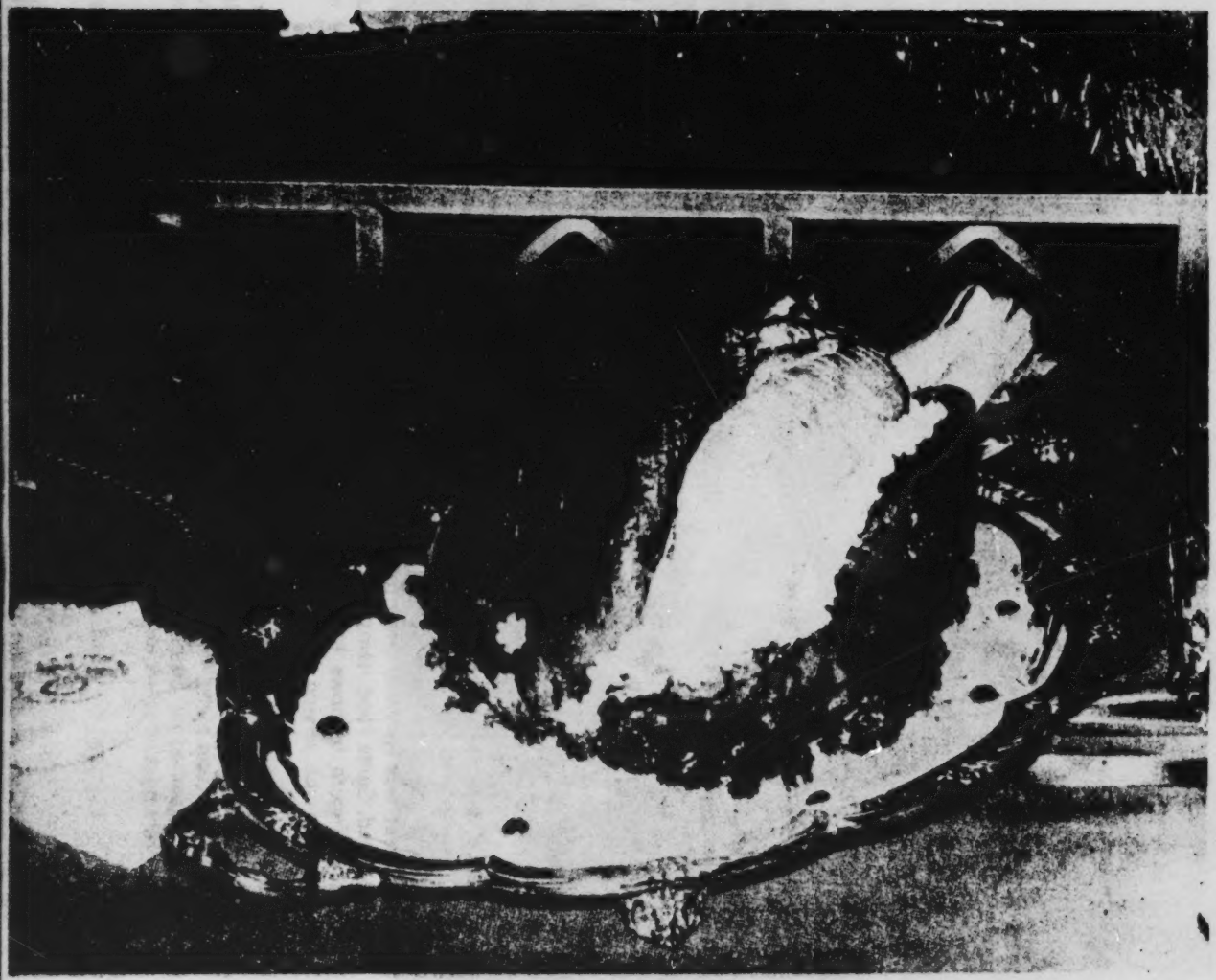

Figure 4. Turkey boned, diced, and decorated for buffet service.

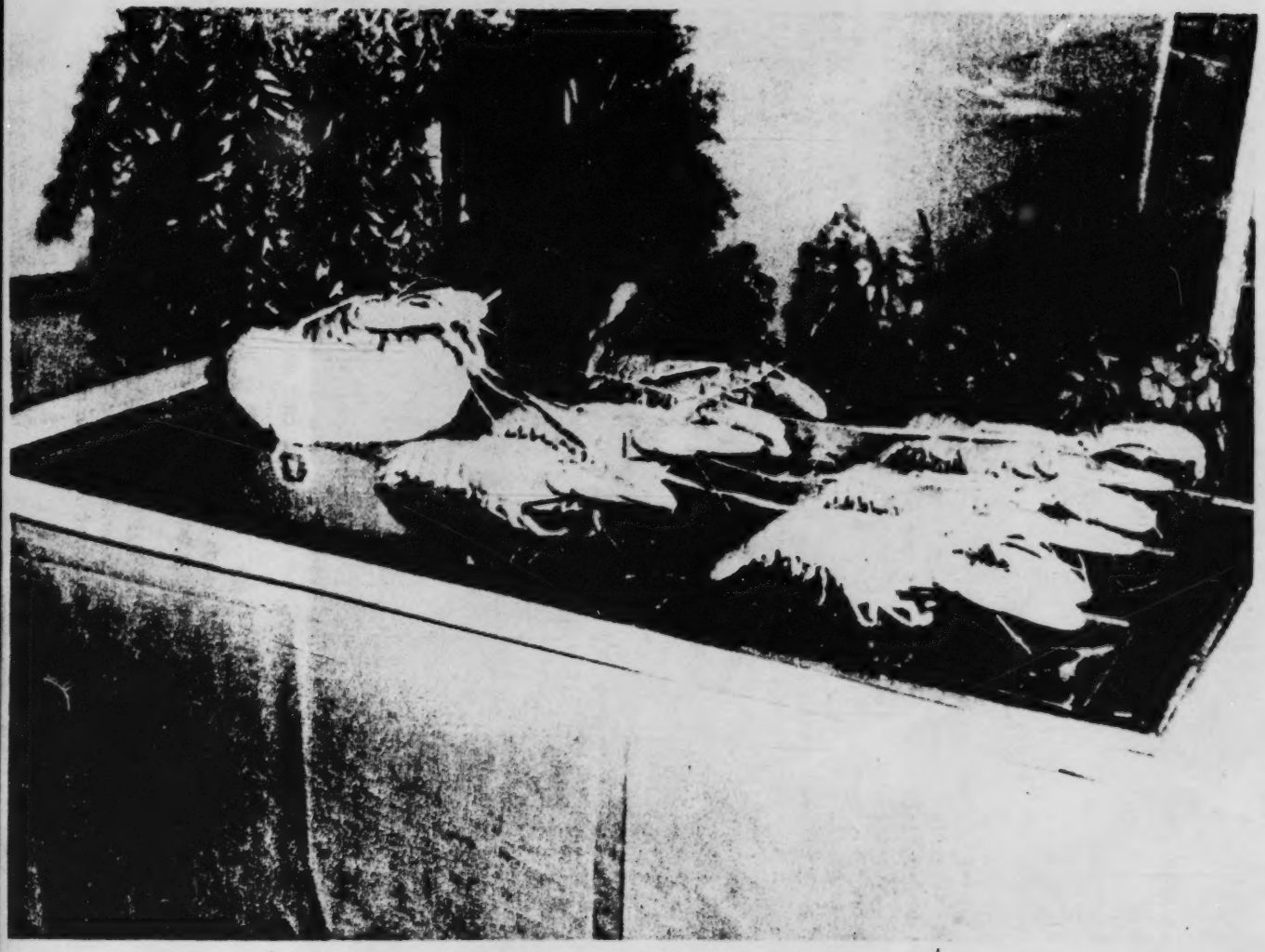

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Figure 5. Lobsters decorated and arranged for display on buffet table.

c. DAY OF BUFFET. Prepare perishable foods, such as green salads, combination salads, fruit carvings. Finish arrangements on large platters. Set up trays of cold hors d'oeuvres. Do final preparation on hard cooked eggs. Finish off hot foods to be served in chafing dishes.

10. PLACEMENT ON FOOD AND OTHER ITEMS ON TABLES. The buffet table and dining tables may be set up as discussed below.

a. FOOD. The order in which food is placed on the buffet table depends on the type of buffet and the kind of food being served.

(1) For a small buffet, the food is usually placed on the buffet table in the reverse order from the way it appears on a menu with the exception of hot rolls and desserts; they are generally placed at the end of the line. Desserts are sometimes placed on a separate table near the end of the main buffet table, served to guests after they have finished the main meal, or placed on the dining tables. Buffets may also be set up with the main course items placed in the center of the table with their accompanying dishes placed next to them and the other food items placed from left to right in the order of a regular menu. The more expensive meat or fish items are usually displayed at the end of the other meat and fish displays. For elaborate buffets, slight deviations from established procedures are permitted; food may be arranged in the manner that presents the most attractive display.

(2) Food containers should be placed on the table neatly; they should not be so close together that they appear crowded and should not be placed too near the edge of the table. Platters, bowls, and trays should be of proper size; food should not extend beyond the edge of the container.

(3) Featured items, such as steamship round of beef, a standing rib roast, or a large stuffed fish, should be served at the end of the buffet table or at a separate table.

(4) Provisions must be made to keep hot dishes hot and cold dishes cold.

(5) Salads may be displayed in large bowls or in individual bowls; they are sometimes served from carts and are sometimes made up by the guests from ingredients displayed on the serving cart or a separate serving table.

(6) The person in charge of the buffet should check the buffet table to assure that foods have been arranged according to the prescribed plan and to check on color combinations and overall appearance.

b. SERVING UTENSILS. Appropriate serving utensils, such as spoons, forks, and tongs, with underliners, should be placed near the dishes containing the food for which they are intended, or they may be placed in the dishes.

c. CHINA. Main course plates should be placed on the buffet table at the beginning of the line. Plates for hot food should be warm. If desserts are to be displayed on the buffet table, dessert plates should be placed near the desserts at the end of the line, or on the dessert table if a separate table is provided.

d. SILVERWARE, NAPKINS, AND OTHER ITEMS. Individual place settings of knives, forks, spoons, napkins, glasses, and cups and saucers should be set up on the dining tables. Water, butter, and certain desserts, such as petits fours, may also be placed on the dining tables.

11. SERVING THE GUESTS AND REPLENISHING FOOD CONTAINERS. The person in charge of the buffet should make sure that guests are being served properly and that containers on the buffet table are replenished when necessary.

a. Service varies with the type of buffet planned. Servers may be stationed at the buffet table to aid guests with main entrees; or the meal may be planned so that guests serve themselves to all items displayed on the table. Beverages should be served by waiters or waitresses at the dining tables. Desserts may be picked up from the buffet table or dessert table, or they may be served to the guests at the dining tables.

b. The buffet table should be kept attractive and food containers kept adequately filled throughout the meal. Containers should be small enough that they will have to be replenished; all guests should feel that they are getting the best, not the leftovers. Platters, dishes, and chafing dish inserts should be taken to the kitchen and replenished and garnished when they are two-thirds to three-fourths depleted. They should not be replenished at the buffet table. A filled container should be available to replace the one being removed; a vacant space should not be left on the table.

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SECTION III

FINGER-TYPE BUFFETS

12. ADVANTAGES OF FINGER-TYPE BUFFETS OVER SIT-DOWN BUFFETS. Finger-type buffets are one of the most popular means of entertaining guests. They are used for various occasions and are ideal for patio parties and where space and facilities are limited. Some advantages of finger-type over sit-down buffets are listed below.

a. More guests can be accommodated because space is not needed for dining tables; the type of food served can be eaten with the fingers or a fork as guests stand and chat.

b. A greater variety of foods can be used.

c. Guests are not confined to a specific area. They can move around and visit with more people.

d. More cold foods can be served, which means that many items can be prepared in advance and refrigerated.

13. MENU PLANNING. There is more freedom in planning menus for finger-type buffets than for other meals. Most any foods may be served as long as they are tasty, colorful, properly garnished, can be served in bite-size portions, and can be eaten with the fingers or a fork. More cold foods are usually planned. Some examples of appropriate food items are listed below.

a. Chicken kiev.

b. Miniature egg rolls with mustard.

c. Hot ham biscuits.

d. Swedish meatballs (variation).

e. Sliced cold meats (turkey, corned beef, beef tongue, salami, and roast beef).

f. Assorted cheeses with crackers or bread.

g. Individual shish kebab (on bamboo skewers).

h. Shrimp with cocktail sauce.

i. Chicken burgundy (cubes of chicken in wine sauce).

j. Mixed fruit balls.

k. Relish trays (assorted).

l. Raw clams or oysters with cocktail sauce.

m. Steamed clams or oysters with drawn butter.

n. Steamship round of beef (with attendant).

o. Chateaubriand (with attendant slicing the meat into thin slices and serving it on a hot slice of French bread with maitre d'hotel butter).

14. PLACEMENT OF FOOD AND OTHER ITEMS ON THE TABLE. Finger-type buffets do not demand any specific order for placing food and other items on the table. Suggestions for setting up a finger-type buffet are given below.

a. FOOD AND BEVERAGES. Food items should be arranged so that they make the best possible appearance and are within easy reach of the guests.

(1) Color should be considered; foods of the same color should not be grouped together. Containers should not be filled to capacity, and should be replenished in accordance with para 11b. They should be spaced so that they do not appear crowded and should not protrude over the edge of the table. Two or three favorite foods should not be displayed on the same side of the table; they should be spaced to avoid traffic jams and congestion.

(2) Necessary accompaniments should be next to the food items they complement, as follows:

(a) Mustard near beef, tongue, and salami.

(b) Horseradish near corned beef.

(c) Mayonnaise near sliced turkey and chicken.

(d) Small biscuits or rolls in a chafing dish near chicken burgundy.

(e) Maitre d'hotel butter near chateaubriand.

(f) Cocktail picks near shrimp, meat balls, melon balls, and similar items.

(3) Coffee and tea dispensers and cups and saucers should be neatly arranged and away from the flow of guests. Hot coffee and tea may be picked up by the guests or passed among them. Iced beverages, such as tea, coffee, punch, and lemonade, should be poured into goblets or tumblers, placed on the buffet table or a separate table, and picked up by guests. An excessive number of iced beverages should not be made at one time because they become weak and insipid as the ice melts.

(4) French, Swiss, Danish, and Italian pastries include many tasty creations that are easy to serve for finger-type buffets. These dessert items should be neatly displayed near the beverages. Decorated petits fours, decorated precut cake, assorted cookies, and assorted tortes may be used. A horn of plenty, or cornucopia, filled with colorful choice fruits is often used with dessert displays.

b. ORNAMENTS AND EQUIPMENT. A centerpiece should be used but should not crowd the food items. Candelabra or single candleholders may be used with the centerpiece. Other than chafing dishes and other food containers, few items of equipment or serving utensils are necessary. Knives and spoons are needed for condiments and sauces; small saucers on which to place the knives should be provided near the condiments and sauces. Forks are needed for cold sliced-meat displays. Small dishes and forks should be provided at two or more places on the table for guests to use if they so desire. An ample supply of cocktail napkins should also be placed on the table.

SECTION IV

CENTERPIECES

15. SELECTING APPROPRIATE CENTERPIECES. A centerpiece should not be a mere decoration; it should create a mood of cheerful freshness. Whether the centerpiece is an ice carving, an arrangement of fruits, or a floral arrangement, it must suit the occasion and fit in with the theme being used. It would be in bad taste to have an ice carving of a baseball player late in December when everyone is talking football. The centerpiece should be the main point of interest, so it should be placed wherever it contributes to the charm of the complete setting.

16. FLORAL ARRANGEMENTS. Floral arrangements are always acceptable.

a. The colors in a floral arrangement should harmonize with the color of the table service, tablecloth, and napkins. It should also be in proportion to the size of the table; small arrangements are suitable for small tables, but a large arrangement is needed for a large table. On the buffet table a floral arrangement may be any height within reason if it is in correct proportion with the size of the table. A floral centerpiece for a buffet table should be equally attractive from all sides when the table is placed in the center of the dining area. If the table is placed against the wall, the centerpiece may be a fan shaped arrangement. Candelabra or single candleholders may be used with floral arrangements. Candles of the same height or of different heights may be used, as appropriate.

b. The container should be as much a part of the picture in quality, texture, and color as the chinaware, crystal, and silverware. Different types of containers are needed to make arrangements in various sizes, shapes, materials, and colors.

c. Floral arrangements may be purchased from the florist or prepared from cut flowers purchased from the florist. It is wiser to purchase finished centerpieces unless mess personnel are qualified to prepare them.

17. ICE CARVINGS. The use and method of preparing ice carvings are discussed below.

a. USE OF ICE CARVINGS. Ice carvings are the most decorative additions to buffet tables and they add a festive atmosphere. They can be used strictly for decorative purposes, such as a swan, a large candle, or other design; as containers for food that must be kept on ice during the serving period, such as bowls of shrimp, caviar, chicken, or other items; or as flower containers, making a combined floral centerpiece and ice-carving centerpiece (fig. 6).

b. SELECTING APPROPRIATE DESIGNS. As is true of floral centerpieces and other decorations, ice carvings must be appropriate for the occasion and in keeping with the theme. Some suggestions for designs for holidays, special occasions, and particular seasons are given below.

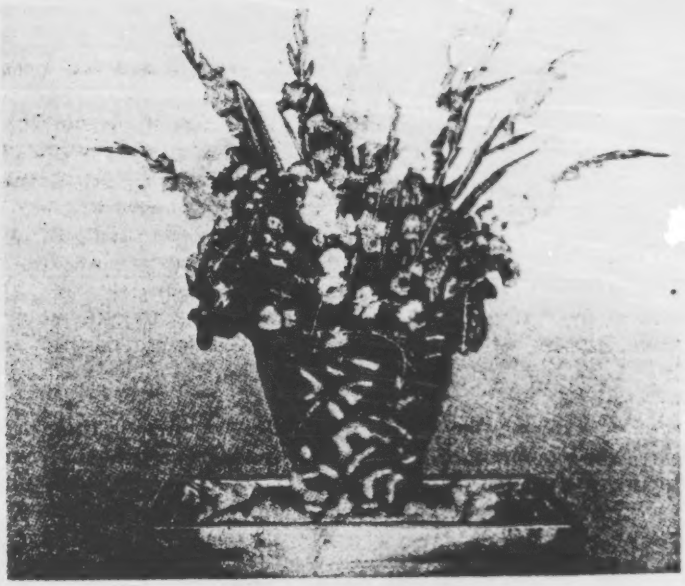

Figure 6. Combined floral and ice carving centerpiece.

(1) Valentine's Day--Love birds on a heart.

(2) Easter--Rabbit, flower basket.

(3) Fourth of July--Liberty bell, fire crackers.

(4) Thanksgiving Day--Turkey, horn of plenty.

(5) Christmas--Santa Claus, Christmas tree, angels, toys.

(6) Wedding--Bells, love birds.

(7) Anniversary--Letters, numbers.

(8) Sporting events--Sail boat, automobile, baseball player, golfer, or any design appropriate for the particular event.

(9) Autumn theme--Horn of plenty with display of fresh fruit.

(10) Spring theme--Flower basket.

(11) All-purpose affair--Flower basket, swan, punch bowl.

c. SOURCES OF PATTERNS. Magazines, newspapers, advertisements, and photographs are sources of ideas for patterns for designs. Personnel responsible for making patterns should keep a file of pictures appropriate for making design patterns.

d. MAKING PATTERNS. Almost any picture can be copied and made into a suitable pattern for ice carving. After a picture of the desired design is found, it should be divided into 20 sections vertically and 40 sections horizontally (figs. 7 and 8). (A block of ice is usually 20 inches wide and 44 inches high, but 4 inches of the overall height cannot be used.) The picture can then be copied or enlarged by taking another piece of plain paper and duplicating the squares (1 inch in size, or to enlarge the picture, the squares can be made larger than 1 inch).

e. SOURCE OF ICE. Natural ice can be used, but since it is usually unavailable, manufactured ice is used.

(1) Manufactured ice comes in blocks with approximate measurements of 40 x 20 x 10 inches. Sometimes the ice is "milky" or cloudy on one or both ends and requires slight adjustments when positioning the pattern against the block to avoid using the less attractive areas.

(2) Colored ice can be made by adding food coloring to the water and stirring it several times before it freezes. The use of colored ice for carvings, however, is not practical because the ice is not crystal clear if coloring is added. The ice looks more like colored snow, and details of the carving are lost. If color is desired, colored lighting should be used.

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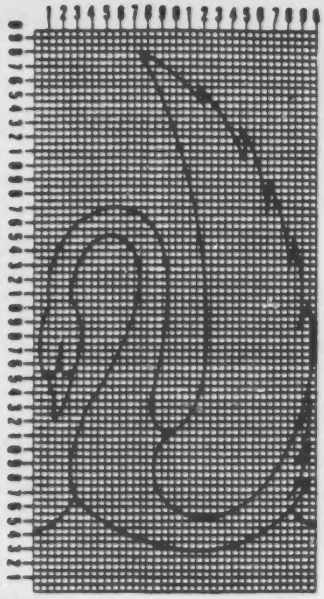

Figure 7. Ice-carving design divided into sections.

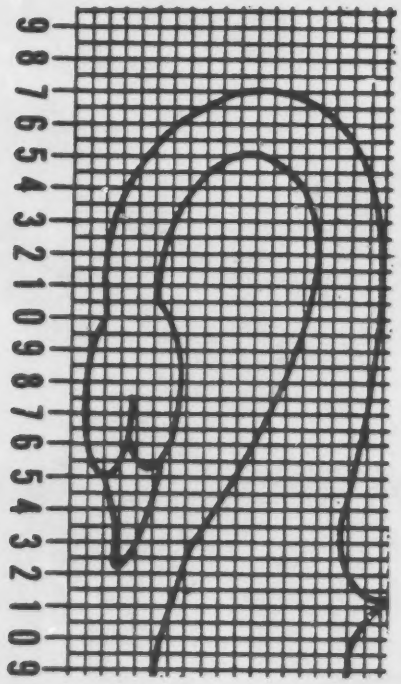

Figure 8. Portion of ice-carving design enlarged.

f. EQUIPMENT. Most of the tools used in ice carving can be obtained from hardware stores. Basic carving tools (fig. 9) include the following:

(1) Can opener for marking outlines.

(2) Ice pick for chipping and marking outlines.

(3) V-chisel for marking and grooving.

(4) Small chisels, 1/4 to 2 inches wide, for general carving.

(5) Short- and long-handled ice shaver for preliminary removal and smoothing of ice.

(6) Rasp to remove rough spots and round off edges.

(7) Yardstick for measuring.

(8) Japanese saw and cross-cut saw to remove large pieces of ice or make relief for stops and to cut between wings on bird carvings.

(9) Items to remove excess ice and to handle, transport, and display carvings, such as a whisk broom, rubber gloves, ice hooks or tongs, waterproof box, and wooden carrier.

g. WORK AREA. It is not necessary to carve ice under refrigeration; a skilled artist can finish a carving at room temperature. A nonrefrigerated area, however, must have good floor drainage and protection against sun and drafts. Best results are achieved when the ice is carved at a height of about 18 to 20 inches. A small piece of burlap should be available to place under the carving to hold it in place. Even though ice can be carved at room temperature, the ideal temperature is between 10° and 28° F. Most clubs do not have sufficient refrigerated space, but arrangements can usually be made with the local supplier to use his refrigerated storage space for preparing the carvings.

h. HANDLING ICE. Ice is quite rugged and requires only normal care; however, the use of ice tongs should be restricted to moving ice prior to completion of a carving because the tongs cause holes and cracks in the ice unless they are used with great caution. Tongs may be used in some cases to lift the ice carving at the base and place it on a wooden carrier. When ice is first removed from the freezer it is too brittle and hard to handle. It should be allowed to stand for about 30 or 40 minutes before carving is started. On the other hand, if the ice is left out too long, it will have a tendency to flake under the chisel or shaver. Should ice carvings break during carving, the damage can usually be repaired by one of the following methods:

(1) Simple breaks or cracks will repair themselves when the pieces are held together and placed back in the freezer.

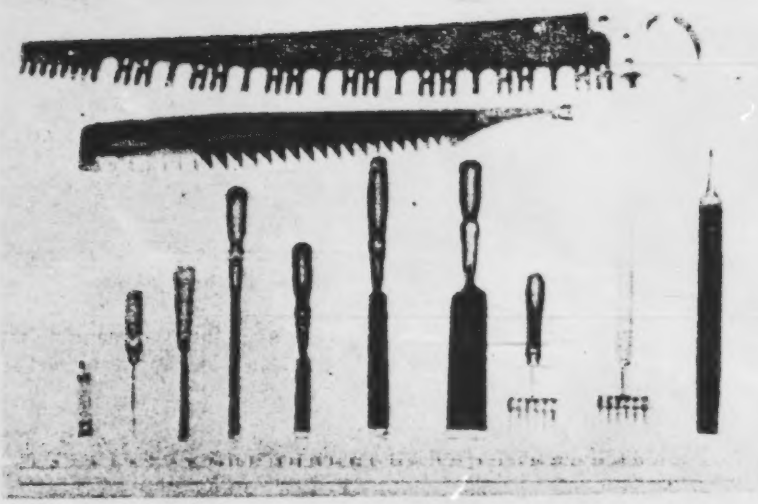

Figure 9. Basic ice-carving tools.

(2) Serious breaks can be welded together by packing with slush and wrapping with cheesecloth.

(3) If a carving breaks in two, it can be welded by sprinkling salt liberally over both surfaces of the break, placing the upper portion in place, pouring a small amount of water on the area, and freezing it until firm.

i. PROCEDURES. The procedures below are presented as an example of how ice carving is done. The same general techniques can be applied to procedures for preparing any ice carving. Even though a block of ice is quite rugged, a partly carved block must be handled carefully; the slightest bump can cause breaks or cracks in thin places. A swan ice carving is prepared as follows:

(1) The pattern (d above) is placed against a block of ice and the outline traced with the V-chisel, can opener, or ice pick (figs. 10 and 11). As the ice starts to melt during the carving process, these outlines may have to be re-traced from time to time to keep a fairly good picture of what is being carved.

(2) Reliefs, odd ends, and corners are cut with a saw (figs. 12 and 13). This will serve as a stopping gap and eliminate breakage and excessive ice removal.

(3) The figure should then be sawed under the neck and behind the head (fig. 14). Preliminary shaping of the head is done with a shaver.

(4) The saw is used to split or separate the wings (fig. 15).

(5) Ice is removed and wings are shaped with a shaver and chisel, making a separation of approximately 3 to 4 inches wide (fig. 16).

(6) A chisel is used to complete shaping the head. This should be done last because it will melt out of proportion if completed first (fig. 17).

(7) The holes for the eyes are then bored with a small chisel, and the carving is ready for display. The base of the swan may be accented with the shaver to simulate waves.

Note. Never wash the ice carving after completion; washing hastens the melting process. Avoid sliding the ice sculpture over a rough surface because the slightest jar or bump may cause irreparable damage.

j. CARRIERS AND DISPLAY BOXES. Carriers are used to transport ice carvings. In some cases they are used to display the carvings. They are constructed of 2 x 4 inch lumber and light plywood. The 2 x 4 inch pieces of lumber are about 36 inches long and the plywood approximately 14 x 24 inches to leave an opening in the center for drainage and reduction of weight. A display box can be constructed of heavy plywood with inside dimensions of 42 inches by 22 inches by 5 inches. The display box must have a plastic or sheet metal lining to contain the water as the ice melts. A more elaborate version of a display box is one with a plastic drain hose to carry the

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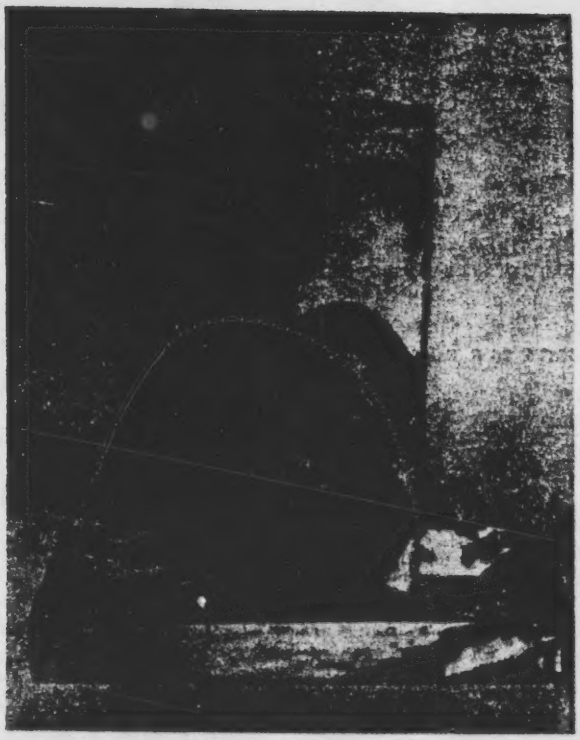

Figure 10. Pattern placed against block of ice.

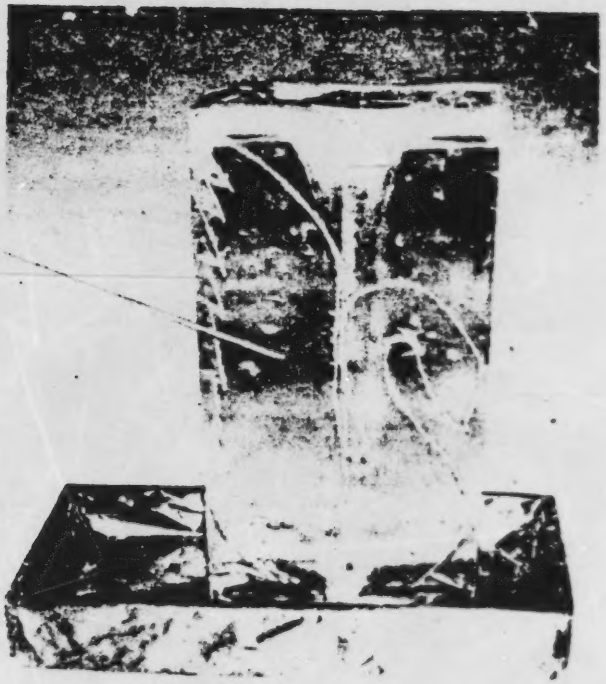

Figure 11. Pattern outline traced on block of ice.

Figure 12. Saw in position for removing corner of ice

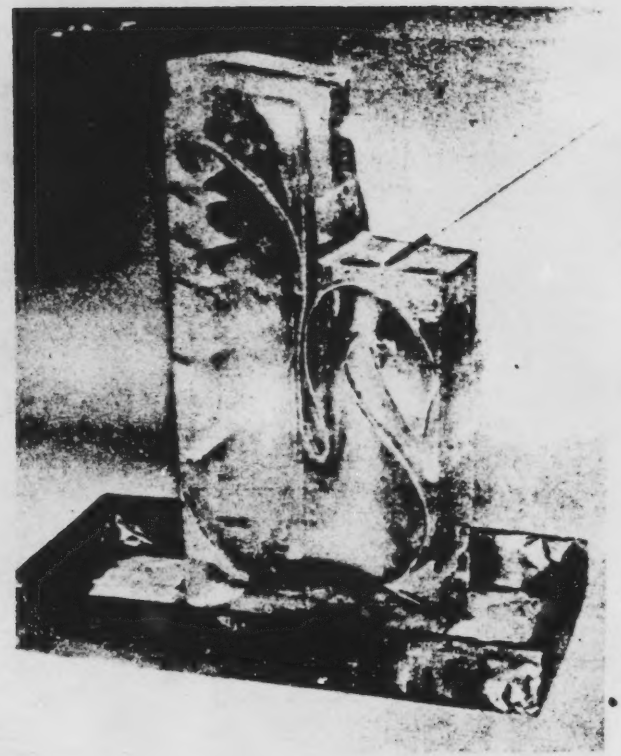

Figure 13. Corner of ice removed.

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Figure 14. Making saw cut back of head.

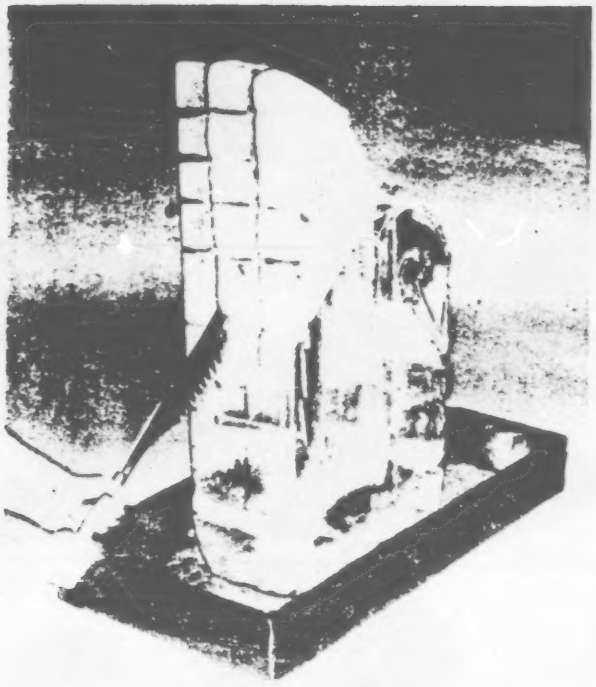

Figure 15. Making saw cuts to separate the wings.

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Figure 16. Removing ice from between wings.

Figure 17. Shaping the head.

runoff to a receptacle underneath or away from the table. A display box becomes unslightly after much use and if not concealed distracts form the overall appearance of the buffet table. The box can be covered with aluminum foil, or sheets or tablecloths can be used to conceal it. If sheets or tablecloths are used, they must not touch the ice, or a "wicking" effect will be created and spoil the appearance of the buffet.

k. DISPLAY OF CARVING. For best results, ice carvings should be displayed about 1 hour before guests arrive so that the carvings can develop that desired sparkling effect. To light the carving, outdoor Christmas lights can be placed in the box around the base of the carving. If crushed or shaved ice is placed over the lights, they will create very effective spots of color. Another means of lighting the carving is to place spot lights with colored disks behind it. If lights are not used, greenery can be placed in the display box around the base of the carving. Carvings last, at room temperature, from 3 to 8 hours depending on the size and type of the carving. For example, a flower basket (fig. 18) will last almost twice as long as a swan because of the small neck and thin wings of the swan. A draft will cause the ice to melt faster.

l. INSERTS USED IN ICE CARVINGS. Items such as emblems, photographs and guest lists can be water proofed and inserted into an appropriate background. An emblem can be used as follows:

(1) The pattern is marked on the ice, and then a slit is sawed down through the center of the ice (fig. 19) large enough to lodge the emblem.

(2) The emblem is inserted (fig. 20) and fine ice or slush is packed above and around it to seal the slit.

(3) The ice is returned to the freezer for 2 to 3 hours, and then the excess ice is removed and the carving finished appropriately by using a V-chisel. Figure 21 shows the finished emblem in a display box.

18. MISCELLANEOUS CENTERPIECES. Other items that can be used to create centerpieces are as follows:

a. Fresh pineapples topped, cored, and decorated in various ways.

b. An unsliced loaf of white bread can be cut into a suitable design and browned off in deep fat or in an oven.

c. Red cabbage is sometimes used as a base to hold appetizers stuck on cocktail picks. It can also be partially hollowed and filled with an appropriate cocktail sauce.

Figure 18. Flower basket ice carving displayed on buffet table.

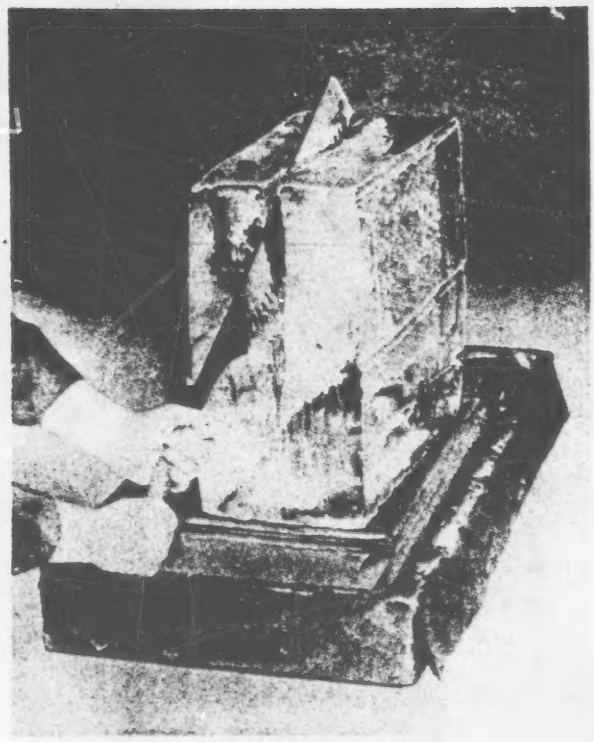

Figure 19. Saw slit in ice where emblem is to be inserted.

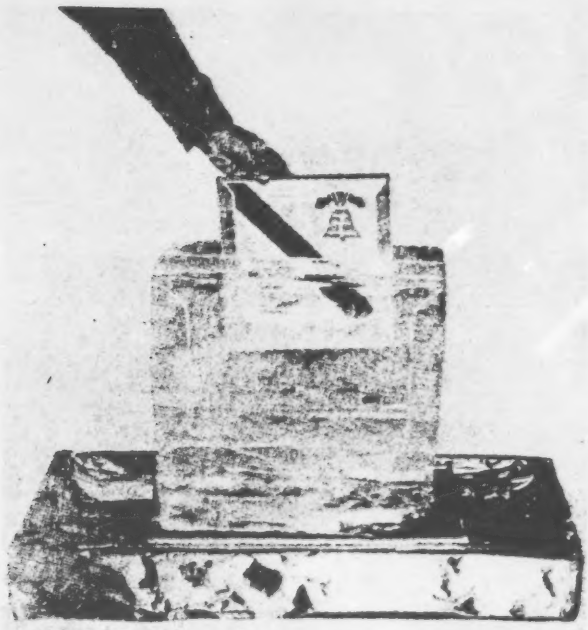

Figure 20. Inserting emblem into slit.

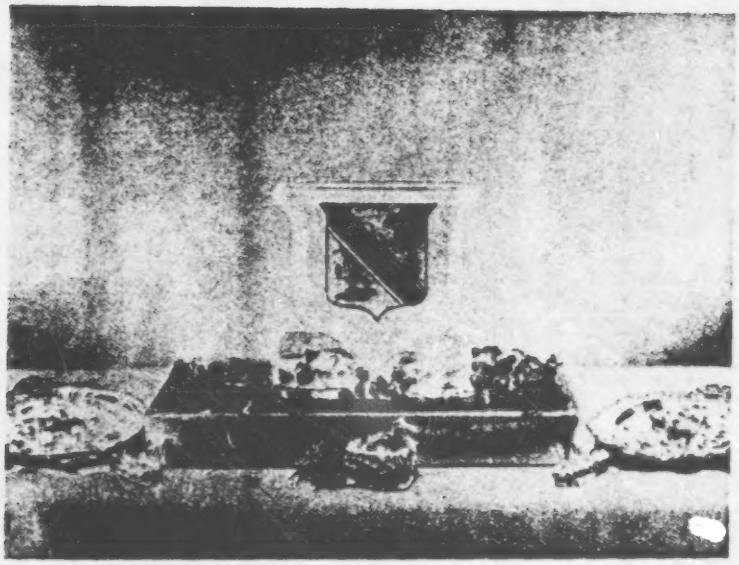

Figure 21. Finished centerpiece with emblem inserted.

APPENDIX

REFERENCES

The Professional Chiefs' Book of Buffets, George K Waldner and Klaus Mitterhauser

Thoughts for Buffets–Institute Publishing Co., Houghtons Mifflen Co., Boston, Mass.

Encyclopedia of Cookery, William H. Wise and Co.

Ice Carving Made Easy, Joseph Amendola

LESSON 2 Credit Hours: 2

SELF-GRADING LESSON EXERCISES

REQUIREMENT. Exercises 1 through 20 are multiple choice. Each exercise has only one single-best answer. Indicate your choice by circling the appropriate letter.

1. What factor should be considered to help the planner stay within the club budget when planning a buffet?

   a. Type of meal, whether simple or elaborate.

   b. How to use leftovers.

   c. Number of meals to be served.

   d. Price of the meal.

2. What planning factor should be considered to assure that all food items will be well prepared?

   a. Quality of available food items.

   b. Delegation of authority for preparation to the chef.

   c. Capabilities of club personnel.

   d. Availability of established recipes.

3. After a buffet has been planned in detail the master plan should be reviewed with

   a. all personnel involved.

   b. the club hostess.

   c. the accounting department.

   d. the advisory committee.

4. The type and number of items to include on a buffet luncheon menu is determined by what?

   a. The number of guests expected.

   b. The occasion for which the buffet is planned.

   c. Club regulations.

   d. The day of the week.

5. How is chaud froid used?

   a. It is served with hot vegetables.

   b. It is used with cold molded salads.

   c. It is used to cover cold meats, poultry, or fish.

   d. It is served with hot poultry.

6. A clear jellied coating used to add a glossy sheen and preserve the flavor of cold items is called

   a. blanquette.

   b. aspic.

   c. mousse.

   d. chaud froid.

7. Decorations for hams are determined to some extent by

   a. the type of ham.

   b. the cooking method.

   c. its position on the buffet table.

   d. the type of coating used.

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8. A suitable garnish for pan-fried fish is--

   a. mushroom caps.

   b. green peas.

   c. lemon wedges.

   d. watercress.

9. Desserts, if placed on the buffet table, are generally located where?

   a. At the beginning of the line.

   b. Before the main entree display.

   c. At the end of the line.

   d. After the salad display.

10. For a sit-down buffet, individual place setting items should be placed--

   a. on trays at the beginning of the buffet table.

   b. on trays at the end of the buffet table.

   c. on a separate table at the end of the buffet table.

   d. on the dining tables.

11. At a sit-down buffet, where should beverages be placed?

   a. At the beginning of the line, for guests to serve themselves.

   b. At the end of the buffet table, for guests to serve themselves.

   c. On a separate table near the end of the buffet table, where guests can serve themselves whenever they are ready for beverages.

   d. On the dining tables, served to the guests after they are seated.

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12. How should food containers be replenished?

    a. They should be replenished at the table when they are one-fourth depleted.

    b. They should be taken to the kitchen and replenished when they are empty.

    c. They should be replenished at the table when they are two-thirds to three-fourths depleted.

    d. They should be taken to the kitchen and replenished when they are two-thirds to three-fourths depleted.

13. You plan to include shrimp on a finger-type buffet menu. Which of the shrimp dishes would be most appropriate?

    a. Shrimp chow mein.

    b. Shrimp with cocktail sauce.

    c. Shrimp creole.

    d. Shrimp and rice casserole.

14. For a finger-type buffet, how should food itmes be arranged on the table?

    a. In the order in which they appear on a regular menu.

    b. Desserts at the end of the line with other items in the order in which they appear on a regular menu.

    c. In any order that makes the table most attractive.

    d. In the reverse order in which they appear on a regular menu.

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15. The most important requisite for a centerpiece is that it

    a. suit the occasion for which it is being used.

    b. be decorative and colorful.

    c. be larger than the largest food item displayed.

    d. be equally attractive from all sides.

16. Which of the following designs would be most appropriate for an ice carving for an anniversary theme?

    a. Horn of plenty.

    b. Letters and numbers.

    c. American eagle.

    d. Flower basket.

17. What kind of ice is usually used for carvings?

    a. Clear natural ice.

    b. Clear manufactured ice.

    c. Colored manufactured ice.

    d. White manufactured dry ice.

18. The ideal temperature for an ice carving work shop is--

    a. 0^{o} to 10^{o} F.

    b. 10^{o} to 28^{o} F.

    c. 32^{o} to 47^{o} F.

    d. Room temperature.

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19. Ice should be allowed to stand how long after being removed from a freezer before it is carved?

    a. 5 to 10 minutes.

    b. 15 to 20 minutes.

    c. 30 to 40 minutes.

    d. 60 minutes.

20. Which of the following would be a correct method of displaying an ice carving?

    a. Take the carving from the freezer; place it in a waterproof display box; place lights or greenery around the base; return it to the freezer; and then take it out and place it on the table 5 minutes before the guests arrive.

    b. Take it out of the freezer; place it in a display box covered with foil; place lights and crushed ice around the base of the carving; return it to the freezer for 1 hour; and then take it out of the freezer and place it on the table 30 minutes before the guests arrive.

    c. Take the carving from the freezer about 1 hour before guests arrive; place it in a waterproof box covered with foil, and place it on the table; place greenery in the box around the base of the carving.

    d. Take the carving from the freezer about 15 minutes before the guests arrive; place it in a waterproof display box covered with foil or a tablecloth; place it on the table; and place lights with colored disks behind it.

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REQUIREMENT. Exercises 21 through 23 are matching exercises. You are planning a buffet menu and know that you must also plan for the use of leftovers. Column I lists some items that you may have on your menu. Column II lists some dishes that can be prepared using leftovers. Match the dish in column II that can be prepared using the leftover portion of the food item listed in column I, and indicate your choice by writing the column II letter below the column I number. Each item in column II may be used once, more than once, or not at all.

	Column I		Column II
21.	Ham.	a.	Stew.
22.	Shrimp.	b.	Mousse.
		c.	Aspic.
23.	Beef.	d.	Eggs Benedictine.
		e.	Canapes.

REQUIREMENT. Exercises 24 through 27 are matching exercises. For a finger-type buffet, accompaniments should be placed next to the items with which they are used. Column I lists food items. Column II lists some appropriate accompaniments for the food items. Match the accompaniment in column II with the food item in column I and indicate your choice by writing the column II letter below the column I number. Each item in column II may be used once, more than once, or not at all.

	Column I		Column II
24.	Salami.	a.	Mayonnaise.
25.	Sliced chicken.	b.	Small biscuits.
		c.	Drawn butter.
26.	Chicken burgundy.	d.	Horseradish.
		e.	Mustard.
27.	Corned beef.		

REQUIREMENT. Exercises 28 through 33 are true-false. Indicate your answer on the answer form by writing a T or an F next to the exercise number.

28. Food items for a smorgasbord are prepared to be served in smaller portions than for a regular sit-down buffet.

29. The buffet table should be placed in the center of the dining room.

30. All food items for a buffet should be prepared one day in advance to avoid a last minute rush.

31. Food items for a sit-down buffet should be placed on the table in the order in which they appear on a menu.

32. Serving utensils should be placed in or near the dishes for which they are intended.

33. Individual place items for a sit-down buffet include knives, forks, spoons, napkins, glasses, and cups and saucers.

HAVE YOU COMPLETED ALL EXERCISES? DO YOU UNDERSTAND EVERYTHING COVERED? IF SO, TURN TO THE NEXT PAGE AND CHECK YOUR ANSWERS AGAINST THE SOLUTIONS.

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U.S. ARMY QUARTERMASTER SCHOOL
FORT LEE, VIRGINIA 23801

LESSON 2

SOLUTION SHEET

BUFFET SERVICE

Check your work against the solutions given below. If you have made a wrong response or omitted a required response, correct your work. Then, go back and restudy the appropriate text portion once more (references follow each solution).

Ex	Sol	Ref	Ex	Sol	Ref
1.	d	para 3b	21.	d	para 6a(3)
2.	c	para 3g	22.	e	para 6b
3.	a	para 4a	23.	a	para 6a(1)
4.	b	para 5c	24.	e	para 14a(2)(a)
5.	c	para 8a	25.	a	para 14a(2)(c)
6.	b	para 8b	26.	b	para 14a(2)(d)
7.	d	para 8d(1)	27.	d	para 14a(2)(b)
8.	c	para 8d(4)	28.	T	para 5e
9.	c	para 10a(1)	29.	F	para 7a
10.	d	para 10d	30.	F	para 9
11.	d	para 11	31.	F	para 10a
12.	d	para 11b	32.	T	para 10b
13.	b	para 13h	33.	T	para 10e
14.	c	para 14a			
15.	a	para 15			
16.	b	para 17b(7)			
17.	b	para 17e			
18.	b	para 17g			
19.	c	para 17h			
20.	c	para 17k			

All references are to the Lesson Text.

HAVE YOU CHECKED YOUR ANSWERS, MADE CORRECTIONS, AND RESTUDIED THE TEXT, IF NECESSARY? IF YOU HAVE, GO ON TO THE NEXT LESSON OF THE SUBCOURSE.

LESSON 3 Credit Hours: 3

LESSON ASSIGNMENT

SUBJECT: Selection and Purchase of Foods.

STUDY ASSIGNMENT: Lesson Text.

SCOPE: Selection and purchase of meats, poultry, seafood, vegetables, fruits, and canned, frosted, and chilled foods; grades of cuts of meat; convenience food program.

OBJECTIVES: As a result of successful completion of this assignment, the student will be able to--

1. State advantages and disadvantages (problem encountered) in purchasing from the issue commissary or commissary store.
2. List guidelines for selecting meats, poultry, seafoods, fruits, and vegetables.
3. List the various grades of meat.
4. Identify the various cuts of meats and list their proper use.
5. List grades of fruits and vegetables.
6. Identify varieties of fruits and vegetables.
7. State desirable factors that indicate freshness and quality of fruits and vegetables.
8. Explain factors to be considered in determining the feasibility of instituting a convenience food program.
9. List types of convenience foods and explain the advantages of using them.

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LESSON TEXT

CHAPTER 1

PURCHASING

1. IMPORTANCE OF EFFICIENT PURCHASING. Purchasing is one of the most essential elements of the food operation. Efficient purchasing is not only important from a profit standpoint; the quality of the raw product, in most cases, affects the finished product that is served to club patrons. Efficient purchasing means getting quality food at the best price, in the proper quantities, and with the best service available. Quite often the cheapest merchandise is not always the most profitable; efficient purchasing must be judged by its overall effectiveness rather than by the price paid for any one item.

2. SOURCES OF SUPPLY. In areas where a central accounting and purchasing office (CAPO) has been established, clubs must requisition food items through the CAPO. In areas where a CAPO has not been established, food may be purchased on the open market from commercial stores or from vendors who visit the clubs. Food may also be purchased from the commissary store and through the issue commissary. The manager may do the purchasing himself or appoint a responsible subordinate as his purchasing agent. When the purchasing agent buys food on the open market, he may purchase only from vendors approved by the manager. The usual procedure for procuring food items is to determine the items needed and list them on a market quotation form, contact approved vendors and enter their prices on the form, and then study the form to determine which vendor can supply the highest quality items for the lowest price.

3. ADVANTAGES AND PROBLEMS ENCOUNTERED IN PURCHASING FROM THE ISSUE COMMISSARY AND COMMISSARY STORE. Some advantages and disadvantages, or problems encountered, in purchasing food items from the issue commissary or commissary are listed below.

a. ADVANTAGES. Advantages include the following:

(1) Prices are stable on most food items for a monthly period. This, however, can develop into a disadvantage in the case of fresh produce.

(2) Food items must pass inspection by the post veterinarian.

(3) Military specification items can be purchased; in many cases the price is lower than that of a comparable brand-name item.

(4) Prices are usually lower on items such as sugar, shortening, flour, and milk.

b. PROBLEMS ENCOUNTERED. Problems encountered include the following:

(1) Many brand-name items are not available.

(2) The choice in some fresh and frozen items, such as seafood, fruit, and specialty items, is limited.

(3) Some commercial and prefabricated cuts of meat are unavailable.

(4) DELETED

(5) Since troop issues come first, it is possible that food would not be available if the troop strength suddenly increased.

(6) There are no deliveries on purchases from the issue commissary.

4. QUALIFICATIONS OF THE PURCHASING AGENT. The purchasing agent must be well qualified in all phases of club food service. He must--

a. Know correct quantities of food to order for table d'hotel menus and for a la carte menus.

b. Understand how consumption factors are affected by weather conditions, season of the year, and existing conditions on the post.

c. Have a knowledge of market prices, grades, and yields of the various food items.

5. BASIC RULES AND GUIDELINES FOR SELECTING AND PURCHASING FOODS. Some rules and guidelines for selecting and purchasing food items are discussed below.

a. Prepare a list of food items required for the period for which the purchase is being made.

b. Compute the amount of each item based on the quantities to be prepared, the anticipated number of meals to be sold, and the amount of food on hand. Buy only the amount that can be stored adequately and used advantageously. Quantity buying does not always help keep food costs down. It sometimes proves to be false economy because surplus stocks result in--

(1) Excessive capital investment.

(2) Spoilage.

(3) Increased pilferage.

(4) A need for increased storage space.

(5) Increased cost of labor in handling.

(6) Difficulty in taking inventory.

(7) Low stock turnover ratio.

c. Determine the grade and quality of the items. Buy the quality and grade suitable for its intended use; for example, green peppers for stuffing should be uniform in size, but for chopping, uniformity in size is not important. With perishables, grades indicate the quality at the time of grading, not the condition at the time of purchase or receipt. The buyer must rely on his experience and good judgment, especially when buying fresh fruits and vegetables. Buy items that are in season because that is when their quality is best.

d. Buy in terms of edible portions. The cost of raw food often hides its true cost. Haddock, for example, purchased as a whole dressed fish yields two 4-ounce portions; because of the labor cost involved, the steaks would be a better buy at more than twice the price per pound than the whole fish.

e. Compare prices with at least two sources of supply before placing the order. Do not rely on one company or vendor to give the best "buys"; no one company or vendor can offer the best "buys" on all items.

f. Plan to buy most of the standard staples, such as flour, sugar, frozen foods, and canned foods from the issue commissary.

CHAPTER 2

MEAT, POULTRY, AND FISH

Section I

BEEF

6. CLASSES OF CARCASS BEEF. The market classes of carcass beef are steers, heifers, cows, stags, and bulls.

a. STEERS. Steers are beef animals castrated at a young age. Steer carcasses are distinguished by smooth conformation; short, full necks; a presence of cod fat; narrow and shallow pelvic cavities; soft red bones; and usually white or creamy-white fat.

b. HEIFERS. Heifers are young females that have never borne young. Heifer carcasses are obtained largely from the beef breeds. There is great similarity in conformation of heifer carcasses and steer carcasses of the same breed. Heifer carcasses have no cod fat; this area is occupied by a rudimentary udder covered with fat. The udder is rounded and smooth and occupies a much more extensive area than does the cod fat of the steer.

c. COWS. Cows are mature females that have usually borne young. Cow carcasses are from beef and dairy breeds alike, and they demonstrate variations in conformation caused by calf bearing. The whole carcass is angular, and the rounds (thighs between the rump and leg) are long, slender, and dished in the thinner carcasses. Lactuating udders are removed on the killing floor so that cow carcasses carry little or no udder tissue. Hip bones are prominent, and the posterior ribs are distinctly bowed.

d. BULLS. Bulls are uncastrated males. On a bull carcass the muscles of the neck and the round are massive and bulging, and the loin is thin. Shanks are heavy and coarse. Except in fat bulls, the external covering of fat is thin or absent, and the flesh is dark. Cod fat is scanty or absent.

e. STAGS. Stags are males that have been castrated after reaching sexual maturity. Stag carcasses show characteristics between those of steers and bulls. The neck is more massive than that of the steer and not so massive as that of the bull. The muscles of the round are not so prominent as those of the bull. Stag carcasses usually show better finish than bulls but not so much finish as steers.

7. GRADING FACTORS. Factors considered in formulating specifications for definite grades of carcass beef are discussed below.

a. CONFORMATION. Conformation includes the general build and outline of the carcass and the thickness of meat on all parts. Conformation is the factor that determines the meat-to-bone ratio. The best grades of carcasses are short and blocky

in appearance. They have heavy flesh over the loins, ribs, and rounds; have short shanks and necks; have a smooth external surface; and have heavy flesh on the hips and shoulders. The grade lowers progressively in carcasses that are more angular; have thinner flesh on the chuck, ribs, loin, and rounds; and have predominant shoulders and an irregular surface.

b. QUALITY. Quality includes the color, texture, and marbling of the meat and the color and character of the bone.

(1) COLOR OF MEAT. High grade beef must be a light, cherry red to a deep blood red, and the color must be uniform. In the lower grades it may be very dark red. This may be true particularly in carcasses from older animals. In low grades the color may be two-toned or shaded. Meat is darkest just after slaughter and becomes lighter when chilled. On exposure to air for a short time, a cut surface of meat tends to brighten in color, but on continued exposure, the cut surface darkens because of oxidation and drying.

(2) TEXTURE OF MEAT. Beef in the higher grades must be firm to moderately firm, must possess a fine grain, and must be smooth and velvety to the touch. In the lower grades the meat may be soft and watery, may have a coarse grain, and may be sticky to the touch.

(3) MARBLING OF MEAT. Marbling is the term used to describe the deposits of fat within and around the muscle bundles of fibers. When present, it is interspersed with the lean meat. It does not include the internal or external fat discussed in b(3) above. Marbling is found in any carcass having an abundance of fat. In grading, however, it is required only in the higher grades of carcasses. In the lower grades it may or may not be present.

(4) COLOR AND CHARACTER OF THE BONE. The term "bone" as used here refers to the split vertebrae visible on the inner surface of the split carcass. In some places these split vertebrae are called chine bones. In other places the term is applied to the dorsal (top) projections of these thoracic (rib) vertebrae. In high grade carcasses, the chine bones are usually soft and red, although a tinge of whiteness and hardness is permissible in mature carcasses. The chine bones must show buttons at the tips. In lower grades the bone may be soft and red and show buttons in young carcasses; in mature carcasses the bone may be hard and white and the buttons may be absent.

c. CUTABILITY STANDARDS. The cutability or yield grade of meat items indicates the percent of trimmed, boneless, major retail cuts that can be derived from a carcass. The USDA has established five yield or cutability grades for carcass beef. Yield grade 1 has the highest yield of retail cuts to weight, and yield grade 5 has the lowest.

(1) BEEF CUTABILITY GRADING. The cutability grade of beef is determined by a composite evaluation of the following four characteristics of the carcass: the amount of external fat; the amount of kidney, pelvic, and heart fat; the area of the rib-eye muscle; and the hot carcass weight.

(a) EXTERNAL FAT. The amount of external fat on a carcass is evaluated in terms of the thickness of the fat over the rib-eye muscle. The fat is measured at a point three-fourths of the length of the rib-eye from its chine-bone end. This measurement may be adjusted, as necessary, to reflect unusual amounts of fat on other parts of the carcass.

(b) KIDNEY, PELVIC, AND HEART FAT. The amount of kidney, heart, and pelvic fat considered in determining cutability grade includes the kidney knob (kidney and its surrounding fat), the lumber and pelvic fat in the loin and round, and the heart fat in the chuck and brisket areas. Excess fat in these areas decreases the yield of retail cuts.

(c) AREA OF RIB-EYE. The area of the rib-eye muscle is determined where the muscle is exposed by ribbing. The measurement may be made with a grid calibrated in tenths of square inches, by other devices, or it may be estimated subjectively.

(d) HOT CARCASS WEIGHT. The hot carcass weight refers to the weight of the carcass immediately after it is slaughtered and dressed and before it is chilled. Increased carcass weight decreases the yield of retail cuts from the carcass. A difference of 100 pounds in hot carcass weight can change the cutability grade by as much as 40 percent of a grade.

(2) CUTABILITY GRADE STAMPS. Each beef carcass inspected and passed by the USDA is stamped with a cutability stamp indicating the cutability yield grade assigned by the USDA for that particular carcass. The stamp carries the initials USDA and a numerical rating from 1 to 5 to indicate the cutability yield grade assigned to the carcass.

8. BEEF CARCASS GRADES. Grades of beef carcass by class are shown in table 1. The grades are established by the United States Department of Agriculture (USDA).

a. PRIME. Prime grade represents the highest quality of beef obtainable. It is most plentiful in the steer class, and it represents the highest development in finish as well as in conformation and quality. It is made up largely of mature carcasses of heavy weight; however, carcasses of medium weight sometimes show sufficiently high quality and finish to be included in this grade. Prime grade carries such a large amount of fat that its use in the average household is uneconomical.

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Table 1. Classes and grades of carcass beef

Steers and Heifers	Bulls and Stags	Cows
Prime	----	----
Choice	Choice	Choice
Good	Good	Good
Standard	----	Standard
Commercial	Commercial	Commercial
Utility	Utility	Utility
Cuttar	Cutter	Cutter
Canner	Canner	Canner

b. CHOICE. Choice grade represents the best beef usually found in our markets. Carcasses of this grade have conformation, quality, and finish only slightly lower than that of prime grade. Choice steer and heifer carcasses must be compact, thick-meated, and short-coupled. They must have a smooth, even distribution of firm, white fat and firm, well-marbled flesh of cherry-red color and fine texture.

c. GOOD. Good grade beef must have a satisfactory covering of fat, sufficient marbling, and good texture and color. It need not be as compact, thick-meated, and smooth as the two higher grades. In some instances the fat may have a slight tinge of yellow, but for the most part the fat of this grade of beef is creamy-white and firm.

d. STANDARD. Standard grade beef carcasses are rangy, angular, and slightly thin fleshed throughout. Loins and ribs tend to be flat, and the rounds are moderately flat and tapering.

e. COMMERCIAL. Commercial grade carcasses lack some of the compactness, finish, and quality of good beef, but they have a fair thickness of flesh and a covering and distribution of fat that indicates some grain along with grass feeding. Carcasses are inclined toward ranginess, and the fat is yellow. The flesh is coarse, it lacks marbling, and the color varies from light to dark red. The condition of the bones varies with the age and weight of the animals. Good and choice grades of beef compose the great bulk of beef used in retail markets.

f. UTILITY. In the utility grade, the entire carcass is angular and thin fleshed; the bones are usually hard and white; and the flesh is soft, watery, and dark. The fat is scanty, soft in texture, and yellowish. Much of the boneless beef used in manufactured products comes from this grade.

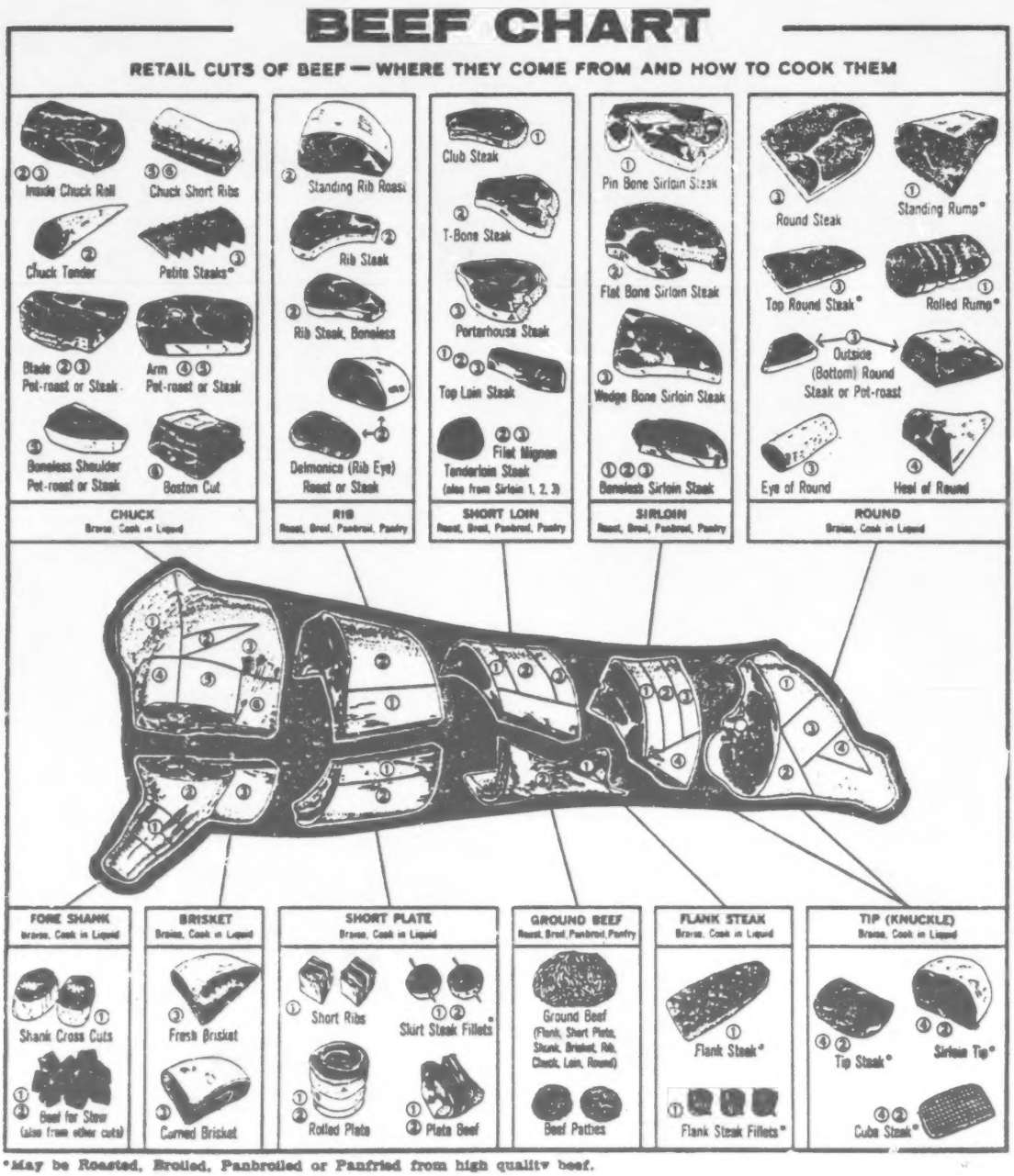

Figure 1. Wholesale and retail cuts of beef.

g. CUTTER. Carcasses of this grade are usually deficient in quality, covering, and thickness of flesh. It is the lowest grade from which cuts are obtained for retail sale. These cuts are confined to the ribs and loins which show a very thin covering of yellowish fat. Most of these cuts, however, are made into boneless beef cuts. The rest of the carcass is entirely devoid of fat covering and is used for manufactured products such as canned meats or sausage.

h. CANNER. Canner grade is the lowest grade of beef carcass. Canner carcasses are practically devoid of fat covering. They are not sold as carcasses; they are made into boneless beef cuts and trimmings.

9. CUTS OF BEEF. Beef is used more often in clubs than other types of meat. Methods of cutting beef and the names of the cuts vary in different areas; therefore, charts showing wholesale and retail cuts differ. The cuts, and their uses, shown in figure 1 are rather common throughout the United States. On most charts, the section indicated as "ground beef" and the section indicated as "flank steak" are combined and indicated as "flank." Also, some beef charts include the "tip (knuckle)" in the wholesale cut "round." This wholesale cut "round" (the tip and the round) is sometimes purchased and prepared as a steamship round. Information on steaks and roasts is given below.

a. STEAKS. Some of the more popular steaks are as follows:

(1) FILET MIGNON. The filet mignon is the most tender of all steaks. It has no bone and very little fat.

(2) PORTERHOUSE. The porterhouse steak, often considered the best, has a generous section of tenderloin, which can be removed and served separately as filet mignon.

(3) T-BONE. T-bone steak is very similar to porterhouse, but has a smaller amount of tenderloin.

(4) CLUB. The club steak has the same large muscle as the porterhouse and T-bone, but has no tenderloin. Rib steaks are often sold as club steaks since they, too, contain the same large muscle.

(5) TOP LOIN. Top loin steak is the same as the large muscle in the porterhouse and the T-bone. It is very flavorful and tender and may be sold with the bone, or boneless. It is sometimes sold in restaurants as a New York Strip steak or a Kansas City steak.

(6) SIRLOIN. Sirloin steaks are large steaks. They are sold as pin bone, flat bone, wedge bone, or boneless sirloin steaks. A sirloin with a long, flat bone is the tenderest. The boneless are sold as top sirloin and bottom sirloin; the top is the better of the two. Sirloin tip steak is also boneless, but is less tender than the regular sirloin.

(7) RIB. The rib steak includes the rib bone. It has a well-developed flavor and is very tender. It is sold as rib roast when it is cut two or more ribs thick.

(8) BLADE CHUCK. Blade chuck steak is economical and has a well-developed flavor, but it varies in tenderness.

(9) RIB EYE (BONELESS RIB STEAK). The rib eye or delmonico steak has very little fat, has a well-developed flavor, and is very tender.

(10) ARM CHUCK. Arm chuck steak is one of the less-tender steaks, but it has a well-developed flavor. It is best used as Swiss steak or braised.

(11) ROUND. Round steak, which is not so flavorful nor juicy as some of the other steaks, may be cut into top round, bottom round, and eye-of-round steaks. The top round is the tenderest of the three cuts. Bottom round steaks are frequently prepared as Swiss steaks. The eye-of-round steaks, not very tender, are sometimes processed into sandwich steaks.

(12) FLANK. Flank steak has very little fat and has a well-developed flavor, but it is one of the less-tender cuts of beef.

b. ROASTS. Some of the more popular roasts are as follows:

(1) RIB. Rib roast is unexcelled for tenderness and flavor. It is easy to prepare, carve, and serve. It is frequently called standing rib. It can be oven roasted in the top four grades.

(2) RIB EYE. Rib eye roast is the meaty, boneless heart of the standing rib. It has excellent flavor and is very tender in the higher grades of beef. It can be oven roasted in grades Prime through Standard.

(3) RUMP. Rump roast is very flavorful but is less tender than the rib and contains a considerable amount of bone. It can be oven roasted in grades Prime, Choice, and Good.

(4) SIRLOIN TIP. Sirloin tip is a boneless roast with very little waste. It is not so tender as sirloin steak but has good flavor. In Prime, Choice, and Good grades, it is tender enough to be oven roasted; in lower grades, it should be used as pot roast.

(5) EYE-OF-ROUND. The eye-of-round roast is lean and meaty. It is one of the less-tender cuts but has good flavor. In grades lower than Prime and Choice, it should be pot roasted.

(6) HEEL OF ROUND. A heel of round roast is a boneless, less-tender cut. It should be pot roasted regardless of grade.

(7) BLADE CHUCK. Blade chuck is an economical roast with excellent, full beef flavor. It can be oven roasted in Prime and Choice grades, although it has several muscles that vary in tenderness. All grades make excellent pot roasts.

(8) SHOULDER ARM. A shoulder arm roast contains less bone than the blade chuck and has the same well-developed flavor, but it is less tender. It should be used as pot roast in all grades.

(9) BRISKET. Brisket is often cured and sold as corned beef; it is also sold fresh, usually with the bones removed. It is not a tender cut and should be pot roasted.

Section II

PORK, VEAL, AND LAMB

10. GENERAL. Pork follows beef in popularity for club use. Veal and lamb are seldom used. As is true with beef, methods of cutting and names of cuts of pork, veal, and lamb vary somewhat in different areas. Figures 2 through 4 show cuts and their uses.

11. PORK. Classification or grading and various cuts of pork are discussed below.

a. CLASSIFICATION OR GRADING. The classification or grading of pork carcasses is based primarily on the use to which the meat is best adapted. Some are best suited for sale as fresh pork, others for curing in dry salt, and others for processing for smoked meats. Unlike beef, veal, and lamb, most pork does not leave the packing plant in carcass form but is divided into carcass cuts. Only about 15 to 20 percent of the cuts are sold fresh; the remaining 80 to 85 percent are cured, rendered into lard, or manufactured into meat products. The weight of a carcass and the proportion of fat it carries determines its adaptability to a particular use. The wholesale trade desires fairly lean bacons averaging 8 to 10 pounds; to produce these, 150- to 200-pound carcasses with deep sides and moderate finish are required. Such carcasses are designated as the meat-type. Similar weight carcasses which carry considerably more finish are designated as the fat-type. The classes or grades or pork carcasses are shown in table 2. Carcass hogs are classified as barrows (castrated hogs) and gilts (immature sows), which weigh from 10 to 30 pounds; shippers (80 to 100 pounds); meat- or fat-type (130 to 240 pounds); sows (200 to 320 pounds); stags (200 to 400 pounds); and boars. The Armed Forces procures either barrow or gilt carcasses, grade U.S. No. 1 or No. 2.

b. CUTS OF PORK. Wholesale cuts of pork, as designated by some meat processers, include the jowl, Boston butt or shoulder, loin, ham, spareribs and side, and picnic. Figure 2 shows the various roasts, chops or steaks, and other retail items obtained from the various wholesale cuts.

12. VEAL.

a. VEAL CLASSES AND GRADES. Veal and calf meats are from bovine carcasses usually less than 1 year old. Veal has very little protective fat covering, it is high in moisture content, and it does not lend itself to aging or ripening. It is therefore necessary to move veal into retail channels without delay. Beef and veal cuts, aside from their water, fat, and mineral content, differ mainly in size and in descriptive terminology. Veal is tender by nature of its age. Veal carcasses are grouped into three classes: lightweight (70 pounds or less); mediumweight (71 to 110 pounds); and heavyweight (111 pounds or more). The meat-to-bone ratio is an important factor in grading veal. Inasmuch as all veal is immature, there is not so much difference in the taste of higher or lower grade veal as there is in other carcass meats. The USDA grades of veal are No. 1 prime, No. 2 choice, No. 3 good, No. 4 standard, No. 5 utility, and No. 6 cull.

*These items may come from several areas of the pork side.

1. Jowl
2. Boston butt or shoulder
3. Loin
4. Ham
5. Spareribs and side
6. Picnic

Figure 2. Wholesale and retail cuts of pork.

1. Arm or shoulder
2. Rib
3. Loin
4. Sirloin
5. Leg or round
6. Breast
7. Foreshank

Figure 3. Wholesale and retail cuts of veal.

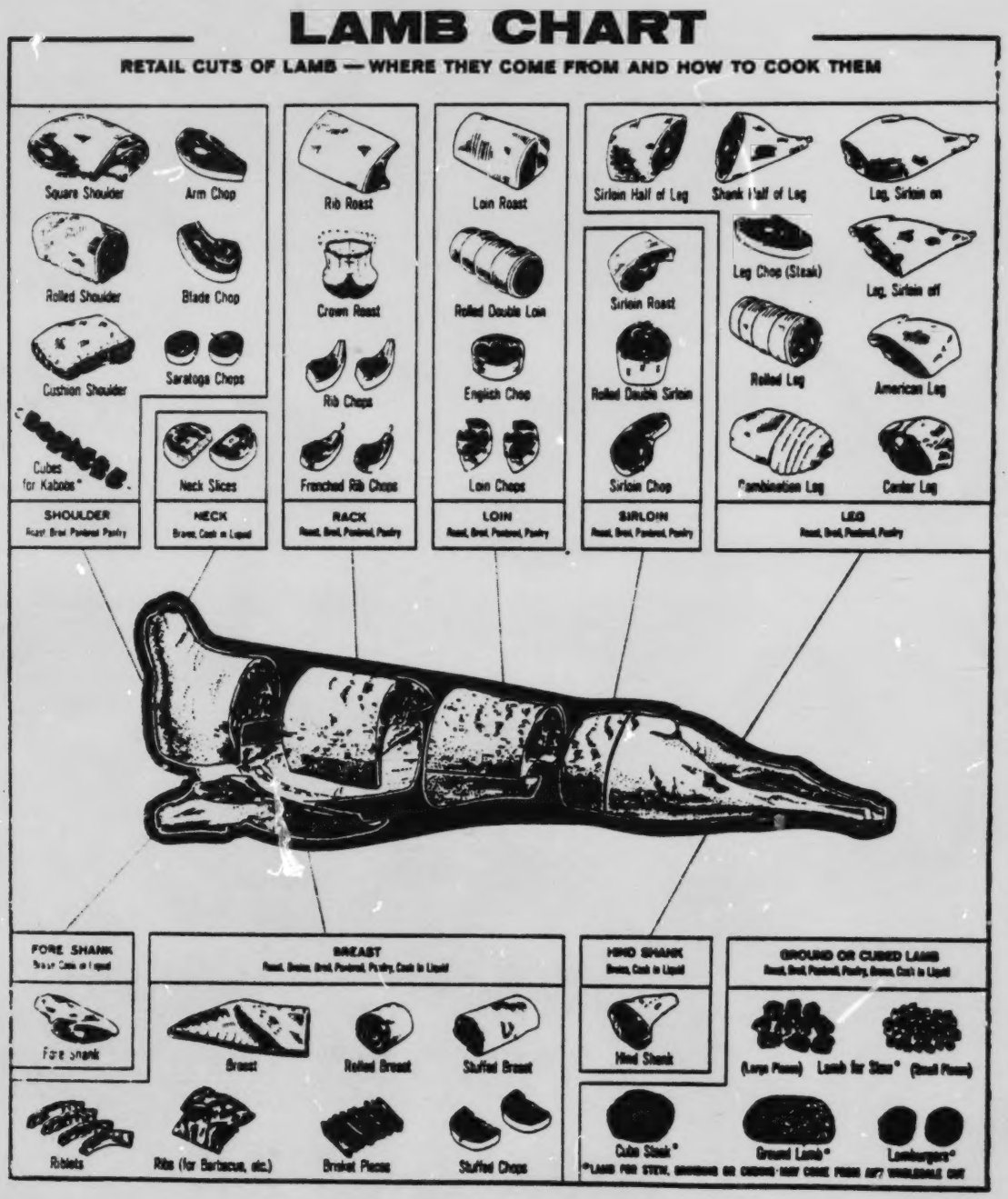

Figure 4. Primal and retail cuts of lamb.

Table 2. Classes or grades of carcass hogs

Meat-Type Hogs	Fat-Type Hogs
Number 1	Number 1
Number 2	Number 2
Number 3	Number 3
Medium	Medium
Cull	Cull

b. CUTS OF VEAL. Wholesale cuts of veal, as designated by some meat processors, include the arm or shoulder, rib, loin, sirloin, leg or round, breast, and foreshank. Figure 3 shows the various roasts, chops or steaks, and other retail items obtained from the wholesale cuts.

13. LAMB. Characteristics, categories and classes, and cuts of lamb are discussed below.

a. LAMB AND MUTTON CHARACTERISTICS. Lamb and mutton are essentially fresh meat products since they do not cure advantageously or produce desirable canned meat products. The bulk of this meat is consumed within 10 days after slaughter. Some of it is frozen during the period of greatest supply. Lamb and mutton are not improved by aging. Approximately 90 percent of the sheep meat consumed in America is lamb because it is superior to mutton in tenderness and flavor. Generally, lamb for slaughter is less than 1 year old, but may be older.

b. CATEGORIES AND CLASSES. The three general categories of carcass sheep are lamb, yearling, and mutton. The USDA classes of lamb, yearling mutton, and mutton are as follows:

(1) LAMB AND YEARLING MUTTON. Lamb and yearling mutton are segregated into the following classes: prime, choice, good, utility, and cull.

(2) MUTTON. Mutton is segregated into the following classes: choice, good, utility, and cull.

c. CUTS OF LAMB. Primal and retail cuts of lamb are shown in figure 4.

Section III

POULTRY AND FISH

14. POULTRY. Poultry is graded, marked, and selected as discussed below.

a. INSPECTION AND GRADING OF POULTRY. Poultry is graded by the USDA as U.S. Grade A, U.S. Grade B, and U.S. Grade C. Ordinarily only U.S. Grade A poultry is sold at retail. The grades apply to chickens, turkeys, ducks, geese, and guineas. U.S. Grade A birds are well fleshed and meaty, well finished, and attractive in appearance. Poultry must be Federally inspected for wholesomeness before it can be graded for quality. Often the inspection mark and the grade mark are displayed together. The grade shield may be found on any kind of chilled or frozen, ready-to-cook poultry or poultry parts.

b. AGE CLASS OF POULTRY. The grade of the poultry does not indicate how tender the poultry is; age is the determining factor. Young birds are more tender than older ones. Age can be determined by flexibility and size of breastbone and cartilage. If the poultry is not young, the label carries the word "mature," "old," or some similar word.

(1) YOUNG TENDER CLASSES. Young tender classes are most suitable for barbecuing, freezing, broiling, or roasting.

(a) Young chickens may be labeled as young chicken, Rock Cornish game hen, broiler, fryer, roaster, or capons.

(b) Young turkeys may be labeled as young turkey, fryer-roaster, young hen, or young tom.

(c) Young ducks may be labeled as duckling, young duckling, broiler duckling, fryer duckling, or roaster duckling.

(2) MATURE, LESS TENDER CLASS. Poultry in the mature, less-tender class may be preferred for stewing, baking, soups, or salads.

(a) Mature chickens may be labeled as mature chicken, old chicken, hen, stewing chicken, or fowl.

(b) Mature turkeys may be labeled as mature turkey, yearling turkey, or old turkey.

(c) Mature ducks, geese, and guineas may be labeled as mature or old.

c. FACTORS TO CONSIDER IN SELECTING POULTRY. In selecting poultry, consider the following:

(1) QUALITY. Quality can be determined by grade as indicated in a above.

(2) USE. Use of the poultry should determine the selection. For example, if chickens or turkeys are being chosen for salad, they should be chosen from the mature, less-tender class (b(2) above).

(3) FRESHNESS. Freshness is indicated by moist, soft condition of flesh. Skin and flesh should be soft and elastic. Skin is smooth and pliable on young birds; it is clear, unbruised, and unbroken.

(4) SIZE. Size should also be considered. Select the size appropriate for its intended use.

15. FISH. Types of fish and how they are marketed and selected are discussed below.

a. TYPES OF FISH. The two types of fish are finfish and shellfish.

(1) FINFISH. Finfish are further classified as fat fish and lean fish. Those most frequently used are as follows:

(a) FAT FISH. Lake trout, salmon, tuna, halibut, mackerel, and ocean perch are types of fat fish.

(b) LEAN FISH. Yellow perch, haddock, flounder, cod, and red snapper are considered lean fish.

(2) SHELLFISH. Shellfish most often used include oysters, shrimp, clams, crabs, lobsters, and scallops. All are considered lean fish.

b. HOW FISH ARE MARKETED. Forms in which fish are marketed are discussed below.

(1) Finfish may be purchased in a variety of forms or cuts–whole (or round) fish; drawn, dressed, and pan-dressed fish; and steaks and fillets.

(a) Whole (or round) fish are sold just as they come from the water, except that the gills should be removed. They are either naturally small fish or small sizes of certain varieties.

(b) Drawn fish have the entrails removed; the heads may also be removed.

(c) Dressed fish have been scaled and drawn, and have the head, tail, and usually the fins removed.

(d) Pan-dressed fish are small fish, such as yellow perch and flounder, that have the scales, entrails, head, tail, and fins, and sometimes the backbone removed. They may be split open along the belly or back.

(e) Steaks are cross-sections of large dressed fish, such as salmon or halibut.

(f) Fillets are the meaty sides of fish cut lengthwise away from the backbone.

(2) Shellfish are commonly marketed live, shucked, or cooked.

(a) Crabs, lobsters, clams, and oysters can be purchased live in the shell.

(b) Shucked shellfish are raw oysters, clams, shrimp, and scallops that have been removed from the shell and kept on ice until sold.

(c) Edible portions of crabs, shrimp, and lobsters are also marketed ready to eat; they are cooked and the edible portions are picked from the shells.

c. GUIDELINES FOR SELECTING FISH. Guidelines for selecting fish are given below.

(1) FROZEN FISH. Frozen fish must show no signs of defrosting and be free of unpleasant odor; also, the packaging must be intact. It is wise to select frozen fish that have been prepared by a reliable concern and sold by a reliable dealer.

(2) FRESH FISH. Fresh fish should have a fresh appearance and no objectionable odor. The flesh should be firm, moist, and elastic; the eyes, bright, clear, and unsunken. Scales should be firmly attached.

(3) FRESH OR FROZEN CANNED OYSTERS. The liquor should be clean and sweet smelling and should show no sign of pink coloring. The cans should show no evidence of swelling.

(4) LIVE LOBSTERS. Lobsters must be alive when purchased in the shell. When a live lobster is placed in boiling water to cook, the tail curls tightly under the body. If it does not, the lobster was dead before being placed in the boiling water and should not be eaten.

CHAPTER 3

FRUITS AND VEGETABLES

16. HOW GRADE STANDARDS ARE DEVELOPED. The Agriculture Marketing Service of USDA has developed grade standards for most fruits and vegetables, and many States have adopted these standards. The grade standards have little to do with customer preference or nutritional value; they are based mainly on general appearance, size, trueness to type, and freedom from blemish. These grades are established with the cooperation of growers, marketers, and technicians throughout the industry who are specialists in each commodity considered. The grades are not compulsory, but if they are used and the package carries the grade, name, or number, the contents must meet the specifications for interstate and intrastate commerce.

17. SELECTING FRESH FRUITS AND VEGETABLES. Fresh fruits and vegetables are highly perishable and lose their flavor and freshness rapidly if they are not carefully selected and handled. Fresh fruits and vegetables are selected by grade, weight, and size; however, use of a product must also be considered. For example, asparagus "crooks" may be purchased instead of straight stalks, which are more expensive, if the asparagus is to be served in cut pieces.

a. GRADES. Some of the Federal classifications for quality are U.S. Extra Fancy, U.S. Fancy, U.S. Extra No. 1, U.S. No. 1, and U.S. No. 2. There are other grades of commodities to fit special cases, such as U.S. Combination; U.S. No. 1 Bronze (for grapefruit, for instance); U.S. No. 1 Broilers (for onions), and U.S. No. 3 for citrus fruits.

(1) Most fresh fruits are graded as U.S. No. 1 or U.S. Fancy. Some lots of exceptionally high quality fruit are designated as Extra Fancy. U.S. No. 3 grade designation is used only in the standards for citrus fruits, products that lend themselves to separation into many different classifications. U.S. No. 1, the grade most often purchased by the military, is the highest grade of good average quality that is practical to pack under normal commercial conditions. Under normal growing conditions, approximately 50 percent of the crop falls into this grade. U.S. Combination, or U.S. Commercial, grade is an intermediate grade that is not up to U.S. No. 1 standard but is superior to No. 2.

(2) Most fresh vegetables are U.S. No. 1. Some lots of extremely good quality are designated as Fancy.

(3) Terms such as "superb," "desirable," "delicious," and other descriptive terms may be used as trade names only--never as grades.

b. WEIGHT. Weight has been standardized on many items by the USDA. Various sized containers of fresh items have specific, approved, standardized weights, as follows:

(1) Lettuce--eastern crate--70 pounds.

(2) Spinach--bushel--18 pounds.

(3) Snap beans--bushel--30 pounds.

(4) Tomatoes--lug box--32 pounds; bushel--53 pounds.

(5) Corn--bushel--35 pounds; sack (100 ears)--55 pounds.

c. SIZE. Some fruits and vegetables are classified according to size, as follows:

(1) Relative sizes--green peppers--small, medium, or large.

(2) Definite sizes--tomatoes in lugs.

(3) Minimum and maximum sizes--citrus fruits.

18. FRESH FRUITS. Some of the fresh fruits used most frequently are discussed below.

a. ORANGES. Quality characteristics and varieties are discussed below.

(1) QUALITY CHARACTERISTICS. A good quality orange is firm, heavy for its size, has a fine textured skin, and has a 10 to 1 sugar to acid ratio. Color does not denote quality or maturity. An orange may be mature and be of good quality but have a greenish cast coloring. A harmless vegetable dye solution is added to many of the oranges from Florida and California to give the skin the deep orange color expected by consumers. The law requires that all oranges treated with dye be stamped "Color Added." Good quality oranges will keep from 8 to 12 weeks at a temperature of 31° to 38° F. with 85- to 90-percent relative humidity.

(2) VARIETIES. The most popular varieties of oranges are as follows:

(a) Valencias constitute more than half of the United States orange crop in most years. The valencia orange is round or slightly oval in shape, medium to large in size, has two to six seeds, is juicy, and is a good keeper. It ripens late in the season after other varieties are off the market.

(b) Washington Navels account for a little less than a fifth of the total crop. A Washington Navel orange is round to ellipsoid, tapering at the apex, has fine flavor, has no seeds, and has the characteristic navel.

b. GRAPEFRUIT. Quality characteristics and varieties are discussed below.

(1) QUALITY CHARACTERISTICS. A good quality grapefruit is firm but spongy to touch, is well shaped, and is heavy for its size. Color is no indication of flavor or ripeness. A good grapefruit can range in color from pale yellow to russet or bronze. Brightly colored fruit is naturally more appealing, yet a russeted fruit may often be tastier and juicer. Also, a ripened grapefruit may be tinged with green. Grapefruit is never artifically colored. Good quality grapefruit will keep from 4 to 6 weeks at 45° to 50° F. with 85- to 90-percent relative humidity.

(2) VARIETIES. The principal varieties of grapefruit on the market are as follows:

(a) The Marsh Seedless grapefruit is of medium size, has a light yellow, fairly thin smooth rind, has abundant juice, and has no more than six seeds.

(b) The Duncan grapefruit has flattened ends, is medium large, has a light yellow, medium thick rind, and has five or more seeds. Its flavor is somewhat bitter.

(c) Foster Pinks, Thompson or Marsh Pinks, and Ruby Reds have pink or red meat. The Thompson or Marsh Pinks and Ruby Reds are relatively seedless.

c. LEMONS. Quality characteristics and varieties are discussed below.

(1) QUALITY CHARACTERISTICS. The best lemons have a fine-textured skin, are heavy for their size, and are moderately firm. Medium sized lemons are considered best for sectioning and juicing. Good quality lemons that have been picked when mature green will keep from 1 to 6 weeks at 55° to 58° F. with 85 to 90-percent relative humidity. Tree-ripened lemons do not keep well but are high in juice content.

(2) VARIETIES. Two varieties of lemons are Eureka and Lisbon. The Eureka has a slightly ridged and pitted or rough skin. The Lisbon has a smoother skin and a more pronounced nipple than the Eureka.

d. GRAPES. Characteristics and varieties are discussed below.

(1) CHARACTERISTICS. Color is a good guide to ripeness. The darker varieties should be free of a green tinge, and white grapes should have a decided amber coloring when completely matured. Fully ripened grapes are fairly soft to the touch and the meat is tender. Unlike some other fruits, grapes do not improve in color, sugar, nor quality after they are harvested. They are highly perishable and should be refrigerated near 32° F. at 90-percent relative humidity. California produces most of the early table and juice grapes; the Eastern states have a later crop. The skin of a California grape adheres tightly to the pulp, but its seeds are easily removed. The skin of the Eastern grape slips easily from the pulp, but the seeds are difficult to pry from the meat.

(2) VARIETIES. There are many varieties of grapes; some of the more popular ones are discussed below.

(a) The Thompson Seedless grape, which is small, olive shaped, and practically seedless, is one of the leading table grapes.

(b) The Flame Tokay, another leading table grape, is a red, large, oval-shaped grape that grows in medium to large bunches.

(c) The Emperor is similar to the Flame Tokay.

(d) The Concord is an Eastern variety. It is blue with a thick tough skin and is excellent for juice, jellies, or table use.

(e) The Niagara is an Eastern, white, dessert grape with a thin tender skin. Although it is called a white grape, its skin is an amber color.

e. APPLES. Stages of maturity, factors to consider in selecting apples, and some varieties of apples are discussed below.

(1) STAGES OF MATURITY. Apples range in stages of maturity from hard to firm, to firm ripe, to ripe. The meat of a hard apple is tenacious and has a starchy flavor; the meat of a firm apple is beginning to crisp, but it still has a starchy flavor; the meat of a firm ripe apple is crisp; and the meat of a ripe apple is solid, but not mealy.

(2) FACTORS TO CONSIDER WHEN SELECTING APPLES. Apples that measure 2 1/2 inches or more in diameter are ideal for general use; larger sizes, 3 inches and up are best for baking. Smaller apples, however, should be selected for cooking since they are usually cheaper. Another consideration is color; select those of good color for their variety. Firmness should be considered in buying big apples because they tend to mature more rapidly than the smaller ones and, when soft, usually have a mealy or mushy texture with an over-ripe flavor that is too mellow for real taste enjoyment. Warm temperatures hasten the ripening process and cause apples to lose crispness and flavor.

(3) VARIETIES. A few of the many varieties of apples are listed below.

(a) Red Delicious apples are among the leading varieties. They have a high development of red color and can be identified by five very prominent knob-like protrusions at the blossom end. They are sweet and mellow and are excellent as eating apples and for salads.

(b) Golden Delicious apples, as the name indicates, are a golden yellow. They are sweet and semifirm, are excellent as eating apples and for use in salads, and are very good for baking and for pies.

(c) McIntosh apples are slightly tart and tender. They are a bright red, striped with carmine. They are excellent as eating apples and for pies.

(d) Rome Beauty apples are slightly tart and firm. They are excellent for baking and very good for pies and sauce.

f. PEARS. Factors to consider in selecting pears and a few of the principal varieties are discussed below.

(1) FACTORS TO CONSIDER IN SELECTING PEARS. A scar or minor blemish does not affect the inner quality of the pear; many of the most delicious pears have a highly russeted skin. They should be fully ripe for "fresh" use, such as eating out of hand or for salads. They are picked mature but not ripe. If they are hard and unyielding to the touch at the time of purchase, they should be allowed to stand at room temperature until they respond readily to a gentle pressure of the hand just as a ripe peach does.

(2) VARIETIES. Some varieties of pears are as follows:

(a) The Bartlett is a summer pear and outranks all other varieties on production value. It is a large, bell shaped pear with a smooth, clear yellow skin with a red blush.

(b) The Hardy is a fall pear used mainly for canning. It is oblong with a clear green skin or some brown russeting.

(c) The Bosc is a large winter pear that has a long tapered neck and usually a brown russet skin.

g. BANANAS. The factor to consider in selecting bananas and two varieties of bananas are listed below.

(1) FACTOR TO CONSIDER IN SELECTING BANANAS. The stage of maturity is the main factor to consider in selecting bananas. The ripening stages are classified as turning ripe, hard ripe, and fully ripe. A "turning ripe" banana is green tipped, has a pale yellow skin, and will ripen readily at room temperature. A "hard ripe" banana has an all yellow peel with no trace of brown specks. It can be held for approximately 3 days. A "fully ripe" banana has a yellow peel flecked with brown. At this stage, it should be consumed within 24 hours. Bananas should be purchased with these ripening stages in mind to assume that they will be fully ripe but not overripe when they are to be used.

(2) VARIETIES. There is little difference in the varieties of bananas on the market today. The hybrid of the Cavendish (Valery) variety is the most popular. Gros Michel is another variety of bananas being sold.

19. FRESH VEGETABLES. Some of the fresh vegetables used most frequently are as follows:

a. POTATOES. Market quality determination, classes and grades, and some varieties of potatoes are discussed below.

(1) MARKET QUALITY. Market quality of potatoes is determined by--

(a) Firmness, texture, and color.

(b) Sprouting or shriveling.

(c) Surface scab--no more than 5 percent.

(d) Wireworm, grass root, mechanical, or other injury.

(e) Dirt and general appearance.

(2) CLASSES AND GRADES. Potatoes are classified as to color--white, red, or russet--and as to shape--round or long. Potatoes on the market are usually graded U.S. No. 1, but various subclasses of grades are provided. The minimum size requirement for No. 1 potatoes is 1 7/8 inches in diameter. For subclassification U.S. No. 2 minimum, all potatoes must be at least 2 inches in diameter with the exception of the 3-pound by weight allowed in the tolerance. The grading by minimum size causes problems for the purchaser because potatoes weighing as much as 14 to 16 ounces are sometimes packaged with the smallest size allowed. For baking and for special dishes requiring uniform sizes, more uniformly graded potatoes are available at a higher price. Potatoes are harvested in two major crops--the early and the late. New potatoes harvested early for market can usually be recognized by skin feathering; old or late crop potatoes are mature and make up most of the storage type potatoes.

(3) VARIETIES. Some of the varieties of potatoes found on the market include the following:

(a) The Katahdin is a round potato with a smooth white skin and shallow eyes. It is ideal for boiling and is good for french fries. It darkens slightly after it is cooked.

(b) The Russet Burbank is a long cylindrical or slightly flattened potato with russeted, heavy-netted skin and numerous, well-distributed shallow eyes. It is good for all purposes but is ideal for baking and for french fries. It shows slight discoloration after it is cooked.

(c) The Red Pontiac is round to oblong with a smooth, or sometimes netted, intense red skin and medium deep eyes. It is ideal for boiling but darkens slightly after it is cooked.

(d) The Irish Cobbler is round with white, smooth skin and shallow to deep eyes. It is best for boiling, but may be baked. It darkens after it is cooked.

(e) The Kennebec is round to oblong with white skin and shallow eyes. It is good for boiling, baking, and french fries. Generally it does not darken after it is cooked.

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(f) The White Rose is a large, long potato with a smooth, white skin and numerous medium-deep eyes. It is ideal for boiling and generally does not darken after it is cooked.

b. TOMATOES. Factors to be considered in selecting tomatoes and types of tomatoes are discussed below.

(1) FACTORS TO BE CONSIDERED IN SELECTING TOMATOES. Tomatoes should be firm, plump, fairly well formed, and free from blemishes. It is wise to select red, fully ripe ones for immediate use. If they are being purchased for serving later, those with a greenish cast should be selected; a day or so at room temperature will ripen them to the proper stage for use. Avoid yellow, wrinkled, misshapen, angular, ribbed, or scarred tomatoes; they may cost less, but the saving in price is lost in waste. Small tomatoes may be purchased for sauces and casseroles; medium or large ones are preferred for slicing; and the jumbo size is best for stuffing.

(2) TYPES OF TOMATOES. Tomatoes are usually referred to by type and place grown, or both. During the winter months, tomatoes must be grown in warm climates, such as in California, Florida, Texas and Mexico and must be picked before they attain a red color to be firm enough for shipping and to avoid overripening. During the summer months "home grown" tomatoes are available. Vine-ripe tomatoes found in the markets are grown to maturity, generally on poles or terraces, from special varieties; they are usually superior in taste to those that are ripened after they are taken from the vines. Vine-ripened tomatoes usually have the green calyx attached or are labeled "vine ripened." Another type of tomato sometimes purchased for special uses is the cherry tomato, which is usually about 1 to 1 1/2 inches in diameter.

c. LETTUCE. Factors to consider in selecting lettuce and types of lettuce are discussed below.

(1) FACTORS TO CONSIDER IN SELECTING LETTUCE. Freshness of appearance, weight, and solidity are the best indications of good quality in lettuce. Head lettuce should be heavy for its size and the leaves should be clean and free of burned or rusty looking tips.

(2) VARIETIES. Some of the most popular varieties of lettuce include the following:

(a) Iceberg is tightly headed lettuce that has medium green leaves on the outside and a very pale green heart. It is larger and crisper than Butter lettuce ((b) below).

(b) Butterhead, or Big Boston, is softer and lighter than Iceberg and is not so crisp in texture. It is medium in size and has light green outer leaves and light yellow inner leaves.

(c) Cos or Romaine is a green, elongated head lettuce that is moderately firm. The leaves are coarser and have a stronger flavor than Iceberg. It has a slightly bitter taste.

(d) Leaf lettuce grows with smooth or curled leaves loosely branching from its stalk. It is highly perishable.

d. CELERY. Factors to consider in selecting celery and types of celery are discussed below.

(1) FACTORS TO BE CONSIDERED IN SELECTING CELERY. Good celery can usually be determined as follows:

(a) Leaf stems or stalks should be brittle enough to snap easily and should be of medium length and thickness.

(b) The inside of the stem should be smooth; if it feels rough or puffy, it is likely to be pithy.

(c) The heart should be well formed and free of blackness.

(2) TYPES. There are two distinct types of celery, as follows:

(a) Golden Heart celery is bleached white.

(b) Pascal celery is green; it has become more popular than the bleached celery because it has a better flavor and keeps better.

e. GREEN PEPPERS. The best quality peppers are thick walled and firm, with a uniform gloss. Pale coloring and soft seeds are signs of immaturity; sunken, blister-like spots on the surface are signs of early decay. The Big Bell, or Sweet Pepper, is the most popular variety and may be either green or red.

20. PROCESSED FRUITS AND VEGETABLES. Types of processed items and criteria for selecting processed fruits and vegetables are discussed below.

a. TYPES OF PROCESSED ITEMS. Processed items include dehydrated, canned, and frozen foods.

(1) DEHYDRATED ITEMS. Dehydration reduces both weight and volume. The principal dehydrated foods purchased by open messes are fruits, such as raisins, prunes, peaches, and apricots. Some dehydrated convenience foods may also be used.

(2) CANNED ITEMS. Fresh fruits and vegetables should be used in preference to processed items; however, if processed fruits and vegetables are purchased, canned items should represent the bulk of the purchases. Canned items are preferable to other types of processed foods for long term storage and economy.

(3) FROZEN ITEMS. Frozen foods compare favorably with fresh foods in flavor, nutrients, and eye appeal. They are available in consumer as well as institutional packages. They come in handy in an open mess because they are time and labor savers. Problems encountered in their use include storage and proper handling.

b. CRITERIA FOR SELECTING PROCESSED FRUITS AND VEGETABLES. In selecting processed fruits and vegetables, consideration must be given to quality.

(1) Quality is best determined by examination of labels. Standards of identity, quality, and fill of containers are required on all food items under provisions of the Federal Food, Drug, and Cosmetic Act. This law provides standards that specifically cover the areas of adulterated foods, misbranded foods, and the fill of containers. This enables the buyer, by examination of the label, to economize on his selection.

(2) Purchase of items by grade is the preferable method in determining quality. U.S. Grades established for most processed fruits and vegetables are U.S. Grade A or U.S. Fancy; U.S. Grade B or U.S. Choice (for fruits) and U.S. Extra Standard (for vegetables); U.S. Grade C or U.S. Standard; and U.S. Grade D or U.S. Substandard.

(3) Not all processed fruits and vegetables are labeled according to grade. Selection of ungraded items should be made by brand name because the reputation of the better processors is important enough to warrant the sale of the higher quality products. Quality should not be sacrificed in the interest of economy.

CHAPTER 4

CONVENIENCE FOODS

21. EARLY OBJECTIONS TO CONVENIENCE FOODS. Convenience foods are pre-prepared, high quality foods, usually frozen, dehydrated, or canned. Some frozen items include french fries and vegetable combinations, such as green peas and onions and corn and peas with tomatoes. Canned items include fruits and vegatables, pasteurized specialty items, and even main entrees. An example of a dehydrated convenience food is potato granules. Well-known restaurants were reluctant to use convenience foods for fear of losing their identity or reputation. Other restaurants refused to use them because they thought they were too expensive or because their chefs and other personnel refused to cooperate fearing that their services would not be needed.

22. DETERMINING FEASIBILITY OF INSTITUTING A CONVENIENCE-FOOD PROGRAM. Several factors should be considered before a convenience-food program is instituted; some of the factors to consider are discussed below.

    a. EMPLOYEE ATTITUDE. The attitude of employees toward convenient foods is an important factor. They should understand their purpose, how they are to be used, and why they may be used. They should be given an opprotunity to express their opinions and should be assured that the institution of a convenience food program would free them from lower level production stages and allow them more time for creating new ideas.

    b. CUSTOMER ACCEPTANCE. Before large amounts of convenience foods are procured, a test of customer acceptance should be made. A panel of food connoisseurs who are not club employees should be asked to comment on various convenience food items prepared in the open mess kitchen.

    c. EQUIPMENT. Equipment should be considered. Most of the ordinary kitchen equipment is adequate for preparing the foods. Better results can be achieved, however, if microwave and convection ovens are used for dry heat, and high and low pressure steamers are used for moist heat.

    d. NUMBER OF ITEMS TO OFFER ON THE MENU. The number of convenience foods to offer on the menu should be considered. Two or three items for lunch and four or five items for dinner should be adequate.

    e. FOOD CONTROL AND ACCOUNTING. If convenience foods are to be used, an accurate mehtod for receiving, storing, and accounting for the items must be established. Stock record cards with the name of the item, the manufacturer, the number of portions, and all other pertinent information can be used.

23. ADVANTAGES OF CONVENIENCE FOODS. Convenience foods are more than groceries; they represent the skill and labor of qualified chefs, so the initial cost may be higher. Their additional cost may be offset by their advantages. They --

a. REDUCE PREPARATION TIME AND LABOR COSTS. Time and labor costs can be reduced because--

(1) Convenience foods are fully prepared and ready to use. For example, chicken in white wine sauce costs from 36 cents to 46 cents per portion; the price varies according to the garnish. This cost includes the skill of a chef, plus the expensive chores of buying, washing, boning, cooking, seasoning, and all other time-consuming jobs that go into a food product before it reaches the guest.

(2) They require only heating and garnishing.

(3) They increase kitchen productivity by distributing the workload. The chef can concentrate on his main special dishes instead of spending time on items that are served with his specialty, such as vegetables and soups. Kitchen personnel with less skill can heat the convenience foods and have them ready for the chef.

b. ALLOW FOR FLEXIBILITY AND MENU VARIETY. Convenience foods allow for more flexibility and greater menu variety because--

(1) They are quickly available for every use and purpose. They can be used in the main dining room, in the cafeteria, or snack bar during or after regular meal serving times.

(2) They provide a wide variety of meals without the expense of overproduction. Simply prepare what is needed when it is needed.

c. HAVE UNIFORM QUALITY AND FLAVOR. Convenience foods go through rigid quality control tests before they are released. Ultramodern equipment is the general rule in plants where these foods are produced, and high quality raw foods are used; the result is a high quality end product with uniform flavor.

d. HAVE NO SEASONAL PRICE FLUCTUATION. Many items may be more economical to use because there is no seasonal fluctuation in cost.

e. ALLOW FOR EASY PORTION AND COST CONTROL. Every portion lends itself to exact portion and cost control. It is possible to determine the cost of a package or portion of a package, the cost of the garnish and accompaniment, and the percentage of profit desired.

f. CAN BE INVENTORIED MORE ACCURATELY. Convenience foods can be inventoried accurately because there is no waste nor pilferage and the items are easier to check.

g. ALLOW FOR REDUCTION IN PAYROLL COST. Payroll costs can be lowered by eliminating some of the skilled employees used in basic food preparation.

24. TYPES AND USES OF CONVENIENCE FOODS. Some of the convenience foods are discussed below.

a. FROZEN APPETIZERS. Both cold and hot appetizers are available.

(1) COLD CANAPES. Various types of cold canapes are available in different sized packages. Assortments include meat, fish, and cheese, such as chopped chicken liver, salad, anchovy and pimento, tuna salad, and ham and cheese on pumpernickle, Each is covered with either a cold sauce, truffles, olives, pimentos, or tomato aspic. An entire tray, or only a portion of a tray, of the canapes can be defrosted for 30 minutes and arranged neatly on a silver tray.

(2) HOT HORS D'OEUVERES. Hors d'oeuveres to be served hot are packaged 100 to a container in assorted or single variety. Small packages of 12 assorted hors d'oeuveres are also available. They include french puff pastry filled with fish, cheese, or meats, such as anchovy pate rolls, cheese puffs, chicken liver pate in puffs, scallop rolls, lobster newberg puffs, franks in blankets, and smoked salmon turnovers. Some varieties can be baked for 20 or 30 minutes. An entire package or only a portion of a package can be used at one time. French puff pastry dough is also available and can be used for making the pastries.

b. FROZEN SOUPS. "Institutional pack soups" can be used in many ways. Some special uses of a few available frozen soups are given below.

(1) Won Ton soup may be served when Chinese foods are featured.

(2) Minestrone soup may be served with Italian specialties.

(3) Vichyssoise and onion soup may be served with French dishes.

c. CANNED SPECIALTY ITEMS. A few canned specialty items that are available are listed below.

(1) Crabmeat for appetizers--large fancy chunks that require refrigeration only.

(2) Cocktail crab claws--packed 40 to a can.

(3) Baked pheasant--in No. 5 can.

(4) Prepared crepes--used as entree or dessert. Prepared crepes to be used as an entree are filled with finely chopped chicken and veal and are served with packaged cheese and tomato sauce. Those prepared for use as a dessert are served "flamed" with grape jubilee, which also comes in cans.

(5) Potato salad.

(6) Foreign dishes.

d. INDIVIDUAL FROZEN ENTREES. Some individual frozen entrees that are available are listed below with portion size.

(1) Beef Stronganoff--dinner portion, 19 oz.

(2) Shrimp and Lobster Newberg--9 oz.

(3) Seafood Supreme Au Grautin (cheese sauce)--9 oz.

(4) Navarin De Mouten (lamb stew)--8 oz.

(5) Sirloin Tips and Noodles--10 oz.

(6) Chicken Touraine (baked with mushrooms, olives, cream sauce with white wine)--8 oz.

APPENDIX

REFERENCES

How to Buy Beef Steaks, U.S.D.A.

How to Buy Beef Roasts, U.S.D.A.

How to Buy Poultry, U.S.D.A.

Blue Goose Buying Guide, Blue Goose Inc.

Modern Encyclopedia of Cookery, Mets Given's

Wise Encyclopedia of Cookery, Wm H. Wise & Co, Inc.

Marine Products of Commerce, Tressler & Lemon

The Bountiful Sea, Hull

AR 4-657

AFR 160-48

AFR 650-50

LESSON 3 Credit Hours: 3

SELF-GRADING
LESSON EXERCISES

REQUIREMENT. Exercises 1 through 34 are multiple choice. Each exercise has only one single best answer. Indicate your choice by circling the appropriate letter.

1. What is one advantage of purchasing food through the issue commissary instead of purchasing from local vendors?

   a. More brand names are available.

   b. Less "red tape" is involved.

   c. Specification items can often be purchased at lower prices than brand-name items.

   d. More cuts of meat are available.

2. What is one problem in purchasing food through the issue commissary or commissary store?

   a. Food items must be inspected by the post veterinarian.

   b. Prices on sugar, milk, and other items used daily are higher.

   c. Prices fluctuate more.

   d. Food may not be available if troop strength increased suddenly.

3. What is one basic rule for purchasing food?

   a. Buy in large quantities to get better bargains.

   b. Buy raw rather than processed items because the raw items are cheaper.

   c. Buy the highest grade of product available.

   d. Buy in terms of edible portions rather than in terms of price of a whole item.

4. A difference of 100 lbs. in hot carcass weight can change cutability grade as much as

   a. 1%.

   b. 40%.

   c. 5%.

   d. 10%.

5. One determining factor of quality of beef is

   a. firmness of fat.

   b. color of the meat.

   c. size of the bone.

   d. weight of the meat.

6. What grade of beef usually contains a large amount of fat?

   a. Prime.

   b. Choice.

   c. Commercial.

   d. Utility.

7. The best grade of beef usually found in markets is

   a. Prime.

   b. Choice.

   c. Good.

   d. Standard.

8. What grade of beef is the lowest from which cuts are obtained for retail?

   a. Commercial.

   b. Utility.

   c. Cutter.

   d. Canner.

9. Delmonico steaks are obtained from what cut of beef?

   a. Round.

   b. Rib.

   c. Chuck.

   d. Flank.

10. Which roasts are tender enough to be oven roasted in grades Prime through Standard?

   a. Rump and rib eye.

   b. Sirloin and rump.

   c. Rib and rib eye.

   d. Eye-of-round and shoulder arm.

11. What cut of beef is often cured and sold as corned beef?

   a. Rib eye.

   b. Rump.

   c. Brisket.

   d. Sirloin tip.

12. In addition to spareribs, what pork item is obtained from the sparerib and side cut?

    a. Arm steak.

    b. Loin chop.

    c. Slab bacon.

    d. Tenderloin.

13. Smoked center slices are taken from what pork cut?

    a. Loin.

    b. Ham.

    c. Picnic.

    d. Boston butt.

14. Sausage is made mainly from the Boston butt and

    a. the jowl.

    b. the loin.

    c. the pork side.

    d. the hock.

15. How many USDA grades of veal are there?

    a. Three.

    b. Four.

    c. Five.

    d. Six.

16. Crown roast of veal is obtained from what cut?

a. Shoulder.

b. Rib.

c. Sirloin.

d. Breast.

17. USDA classes of lamb are

a. good, standard, commercial, utility, cutter.

b. prime, choice, good, commercial, utility.

c. prime, choice, good, utility, cull.

d. No. 1, No. 2, No. 3, medium, cull.

18. Crown roast of lamb is obtained from what cut?

a. Loin.

b. Rack.

c. Breast.

d. Shoulder.

19. Poultry is graded by the USDA as

a. prime, utility, cull.

b. choice, commercial, utility.

c. No. 1, No. 2, No. 3.

d. Grade A, Grade B, Grade C.

20. If you want to select a tender turkey for roasting, what marking should you look for to determine tenderness:

    a. Grade shield.

    b. Age class identification.

    c. Inspection mark.

    d. Weight.

21. If you are selecting chickens to be used for chicken salad you should choose those labeled

    a. stewing chicken.

    b. broiler.

    c. young chicken.

    d. roaster.

22. If you wish to serve lean finfish, which of the following should you choose?

    a. Salmon.

    b. Flounder.

    c. Ocean perch.

    d. Tuna.

23. If you want to purchase fish that have had scales, entrails, heads, tails and fins removed, you would request

    a. semidressed fish.

    b. drawn fish.

    c. dressed fish.

    d. whole fish.

24. Most fresh fruits are graded as

    a. U.S. No. 2 or U.S. Extra No. 1.

    b. U.S. No. 1 or U.S. Fancy.

    c. U.S. No. 3 or U.S. Extra Fancy.

    d. U.S. Desirable or U.S. Superb.

25. U.S. Grade No. 3 is used as a standard for what type of fruit?

    a. Apples and pears.

    b. Citrus.

    c. Grapes.

    d. Bananas.

26. Most fresh vegetables are classed as grades

    a. U.S. Commercial.

    b. U.S. Combination.

    c. U.S. No. 2.

    d. U.S. No. 1.

27. You need lemons for sectioning; what size should you choose?

    a. Extra large.

    b. Large.

    c. Medium.

    d. Small.

28. You need white table grapes that are completely ripe for use with a horn of plenty. You should select those that

    a. have a thin skin that slips from the pulp.

    b. have a smooth textured white skin.

    c. have a decided amber colored skin.

    d. are large oval shaped.

29. You must select potatoes for baking. Which of the following should you select?

    a. White Rose.

    b. Red Pontiac.

    c. Katahdin.

    d. Russet Burbank.

30. One means of determining the quality and freshness of head lettuce is

    a. the weight of the head.

    b. the size of the leaves.

    c. the texture of the leaves.

    d. the shape of the head.

31. One means of determining the quality and freshness of celery is by the

    a. brittleness, length, and thickness of stalks.

    b. length, color, and shape of the stalks.

    c. brittleness, shape, and color of the leaves.

    d. gloss, shape, and size of leaves.

32. Which of the following factors should be considered before a convenience food program is initiated?

a. Whether convenience foods will be accepted by customers.

b. Whether convenience foods are being served in restaurants in nearby areas.

c. How convenience foods should be listed in the menu.

d. Whether the quality of convenience foods is equal to the quality of foods regularly served.

33. One advantage of using convenience foods is that they

a. are easier for waitresses to serve.

b. have uniform quality and flavor.

c. need no garnishing.

d. need no refrigeration.

34. Cold canapes sold as convenience foods include

a. lobster newberg puffs.

b. franks in blankets.

c. smoked salmon turnovers.

d. ham and cheese on pumpernickle.

REQUIREMENT. Exercises 35 through 37 are matching exercises. Column I lists classes of sizes of certain fruits and vegetables, and column II lists fruits or vegetables that are designated by the classes of sizes. Match the items in column II with the classes of sizes in column I and indicate your choice by writing the column II letter below the column I number. Each item in column II may be used once, more than once, or not at all.

Column I		Column II	
35.	Relative sizes (small, medium, or large).	a.	Citrus fruits.
		b.	Apples.
36.	Definite sizes.	c.	Tomatoes.
		d.	Green peppers.
37.	Minimum and maximum sizes.	e.	Bananas in hands.

REQUIREMENT. Exercises 38 through 40 are matching exercises. Column I lists varieties of grapes, and column II lists distinguishing features of varieties of grapes. Match the distinguishing features listed in column II with the variety of grapes listed in column I. and indicate your choice by writing the column II letter below the column I number. Each item in column II may be used once, more than once, or not at all.

Column I		Column II	
38.	Niagara.	a.	Pale green, large, very elongated, white skin.
39.	Emperor.	b.	Yellow/green, small, olive shaped, excellent for wine.
40.	Concord.	c.	Blue, thick tough skin, excellent for juice, jellies.
		d.	Thin, tender, amber colored skin, dessert grape, skin slips easily from the pulp.
		e.	Large, red oval shaped, leading table grape.

REQUIREMENT. Exercises 41 through 44 are true-false. Indicate your answer by writing a T or an F next to the exercise number.

41. Freshness of poultry can be determined by condition of flesh and skin.

42. The liquor of canned oysters should show a slight tint of pink.

43. One guide to selecting grapefruit is color; to make sure that the grapefruit you select is ripe and flavorful, you should choose those with a bright yellow skin.

44. The Bartlett is a winter pear that can be identified by its oblong shape and russeted skin.

HAVE YOU COMPLETED ALL EXERCISES? DO YOU UNDERSTAND EVERYTHING COVERED? IF SO, TURN TO THE NEXT PAGE AND CHECK YOUR ANSWERS AGAINST THE SOLUTIONS.

U.S. ARMY QUARTERMASTER SCHOOL
FORT LEE, VIRGINIA 23801

LESSON 3

SOLUTION SHEET

SELECTION AND PURCHASE OF FOODS

Check your work against the solutions given below. If you have made a wrong response or omitted a required response, correct your work. Then, go back and restudy the appropriate text portion once more (references follow each solution).

Ex	Sol	Ref
1.	c	para 3a(3)
2.	d	para 3b(5)
3.	d	para 5d
4.	b	para 7c(1)d
5.	b	para 7b(1)
6.	a	para 8a
7.	b	para 8b
8.	c	para 8g
9.	b	fig 1
10.	c	para 9b(1) & (2)
11.	c	para 9b(9)
12.	c	fig 2
13.	b	fig 2
14.	c	fig 2
15.	d	para 12a
16.	b	fig 3
17.	c	para 13b(1)
18.	b	fig 4
19.	d	para 14a
20.	b	para 14b(1)(b)
21.	a	para 14b(2)(a) & c(2)
22.	b	para 15a(1)(b)
23.	c	para 15b
24.	b	para 17a(1)
25.	b	para 17a(1)
26.	d	para 17a(2)
27.	c	para 18c(1)
28.	c	para 18d(1)
29.	d	para 19a(3)(b)
30.	a	para 19c(1)
31.	a	para 19d(1)(a)
32.	a	para 22b
33.	b	para 23c
34.	d	para 24a(1)
35.	d	para 17c(1)
36.	c	para 17c(2)
37.	a	para 17c(3)
38.	d	para 18d(1) & (2)(e)
39.	e	para 18d(2)(b) & (c)
40.	c	para 18d(2)(d)
41.	T	para 14c(3)
42.	F	para 15c(3)
43.	F	para 18b(1)
44.	F	para 18f(2)(a)

All references are to the lesson text.

HAVE YOU CHECKED YOUR ANSWERS, MADE CORRECTIONS, AND RESTUDIED THE TEXT, IF NECESSARY? IF YOU HAVE, GO ON TO THE NEXT LESSON OF THE SUBCOURSE.

LESSON 4 Credit Hours: 1

LESSON ASSIGNMENT

SUBJECT	Preparation and Serving of Appetizers and Pastry.
STUDY ASSIGNMENT	Lesson Text.
SCOPE	Purpose of appetizers; selecting, preparing, and serving hot and cold canapes and hors d'oeuvres; selecting and preparing appropriate pastry items for buffets.
OBJECTIVES	As a result of successful completion of this assignment, the student will be able to--

1. State the purpose of appetizers.
2. List factors to be considered in planning appetizers.
3. Differentiate between canapes and hors d'oeuvres.
4. Describe procedures for preparing and serving canapes.
5. Describe procedures for preparing and serving hors d'oeuvres.
6. List, describe, and give procedures for preparing pastries suitable for buffet-type service.
7. State principles of cake decorating.

LESSON TEXT

SECTION I

APPETIZERS

1. PURPOSE OF APPETIZERS. Appetizers are foods served before the main course of the meal, and, as the term "appetizers" suggests, are intended to stimulate the appetite. They should, therefore, be made attractive in appearance and tempting in flavor. Appetizers may be served before formal or informal meals and may be made from a variety of food combinations; it is not in good taste, however, to use food items that are to be served with the main meal nor to combine too many foods in one appetizer.

2. TYPES OF APPETIZERS. Appetizers can be classified into three groups--cocktails, canapes, and hors d'oeuvres.

a. COCKTAILS. Cocktails usually consist of vegetable, fruit, or seafood mixtures or fruit or vegetable juices.

b. CANAPES. Canapes are bite-size bits of savory food spread on an edible base and attractively garnished or decorated. A variety of bread cutouts, crackers, or biscuits may be used as a base.

c. HORS D'OEUVRES. Hors d'oeuvres are nippy, high-flavored mixtures of various foods designed to eat from the fingers or from cocktail picks (or toothpicks).

3. FACTORS TO BE CONSIDERED IN PLANNING APPETIZERS. The types of appetizers to prepare should be governed by the occasion, time and place, and decorations or theme.

a. OCCASION. It should be known whether the party is a stag affair, a party for both men and women, a cocktail party, or a dinner party. For a 1-hour cocktail party about five different canapes or hors d'oeuvres should be planned; for a 2-hour cocktail party, about eight different kinds. For a dinner party, where a full meal is to be served, three different canapes or hors d'oeuvres should be sufficient.

b. TIME AND PLACE. The time of day, the season of the year, and the place--whether indoors or outdoors--should also be considered, and the appetizers should be planned accordingly.

c. DECORATIONS OR THEME. The theme or decorations should be carried out, where possible, in the appetizers or in the garnishes used for the appetizers.

4. PREPARING AND SERVING COCKTAILS. The most commonly served cocktails are made of fruits, vegetables, or seafood. Any combination of fruits or vegetables that provides contrast in color, flavor, and texture may be used. It is desirable to have

the flavor more tart than sweet. If sweet juices are used, lemon juice or some other appropriate pungent ingredient should be added. Bland vegetables should be marinated in a tart dressing. Seafood is usually served with a sauce made of some type of salad dressing or chili sauce base seasoned with horseradish, chili powder, or other seasoning. Cocktails, when used as appetizers, should be thoroughly chilled and served at the table before the main meal.

5. PREPARING CANAPES. It is impossible to list all of the foods and food combinations that may be used in making attractive and tasty canapes. A few of the foods and methods of preparing both hot and cold canapes are given below. For good appearance, canapes must be handled carefully during preparation.

a. COLD CANAPES. Some suggestions for preparing cold canapes are as follows:

(1) Canapes should be prepared as near serving time as possible. Sharp cutting utensils must be used to assure even shapes. If ingredients are prepared ahead of time, they should be placed in the refrigerator until it is time to assemble them.

(2) The base (bread cutouts, crackers, or biscuits) should be as near bite size as possible. Most kinds of bread can be used, but the slices should be one-fourth inch thick and the crusts should be removed. Bread cutouts can be made into various shapes, such as squares, rounds, stars, hearts, oblongs, crescents, or triangles. The base should be spread with a thin film of flavored butter ((3) below) to prevent the canape from becoming soggy.

(3) Various flavored canape butters can be prepared by beating different ingredients into creamed butter. An example of ingredients that are used include grated cheese, chili sauce, finely minced chives and lemon juice, horseradish, mustard, lime or orange gratings with lime or orange juice, sardine paste, or other items that would be appropriate for the kind of canape to be made.

(4) Some of the more common canape spreads are made of meat, fish, cheese, or fruit. Examples of meat spreads are chicken liver, chicken salad, deviled ham, liverwurst, and pate de fois gras. Fish spreads that may be used include anchovy, caviar, tuna, lobster, shrimp, and smoked fish. Cheese spreads can be made by mixing creamed or roquefort cheese with minced onions, chili sauce, chives, caviar, or other appropriate items. Avocados, oranges, and other fruits are used in making fruit spreads. Caviar and pate de fois gras are considered luxury spreads, and cheese and inexpensive seafoods are considered the simpler ones. Women seem to prefer the luxury spreads; men, the simpler and more substantial ones. To make caviar spread, blend 3 ounces of black caviar with 1 teaspoon each of lime juice and onion juice.

(5) "Fillings" for canapes need not be made into spreads ((4) above); for example anchovy canapes can be made by simply arranging layers of drained anchovy fillets on lightly buttered bases ((2) above), placing thin strips of pimento on the anchovy fillets, and garnishing with a slice of cocktail onion. Other popular cold canapes can be made in a similar way by combining appropriate food items with smoked salmon, caviar bits, chicken liver, sardines and olives, or lobster meat.

(6) Assembling the canapes should be done on the principle of assembly line operation, but it is best to work on only one kind of canape at a time. After finishing one kind, remove leftovers and clean the table and utensils before starting on the next. The crackers or bread cutouts should be placed on a flat tray, all spread with butter, and then all covered with the spread or "filling." The work should be done quickly and neatly to avoid an overhandled or overworked look.

(7) Garnishing is the final step in making the canapes. Garnishes should be dainty, colorful, and in harmony with the spread or "filling." There should be a variety of garnishes and some of them should be in their natural form; tiny leaflets of parsley or watercress should not be cut. Some other items that are used for canape garnishes are pimento, red or green sweet peppers, paper-thin slices of carrots, hard-cooked egg whites, and egg yolks. Garnishes on any one kind of canapes should not be varied. The garnishes should be carefully placed and allowed to remain; moving them about spoils the neat, fresh appearance. The canapes should be placed in the refrigerator after they are garnished.

b. HOT CANAPES. Some suggestions for preparing hot canapes are given below.

(1) Hot canapes are prepared from the same basic ingredients as cold canapes, but they are more expensive and require more time to prepare. Perfect timing is essential.

(2) Some examples of hot canapes are angels on horseback ((a) below); broiled stuffed mushrooms; creamed oyster; and broiled lobster, crab, or tuna canapes ((b) below). Many of these hot canapes are prepared from cooked items placed on rounds of buttered toast and heated under a broiler or baked in an oven.

(a) Angels on horseback are made by wrapping drained, raw oysters or cooked chicken livers with precooked thin strips of bacon, placing them on small rounds of buttered toast, and baking at about 400° F. for 3 minutes or long enough for the bacon to crisp. The bacon is secured with toothpicks while in the oven.

(b) The rounds of buttered toast used for lobster, crab, or tuna canapes may be spread with anchovy paste before the broiled seafood is added; the seafood may then be sprinkled with dry bread crumbs and dots of butter before the canapes are placed under a broiler.

6. PREPARING HORS D'OEUVRES. Hors d'oeuvres may be served hot or cold, but they should always be fresh, small, and dainty. Basically they are made from the same food items that are used for canapes, but they are not served on a base; they can be eaten with whatever breads or crackers that are offered. Hors d'oeuvres provide an excellent means of using leftovers, but their strong flavors and delicate appearance connote luxury. As in preparing canapes, as much of the work as possible should be done in advance and the prepared ingredients stored in the refrigerator in covered containers. Some suggestions for preparing both cold and hot hors d'oeuvres are given below.

a. COLD HORS D'OEUVRES. Some examples of cold hors d'oeuvres are ham rolls ((1) below), fish balls, deviled shrimp, cheese carrots, skewered tidbits ((2) below), deviled eggs, and stuffed celery sticks.

(1) Ham rolls are made by spreading thin slices of boiled ham with a mixture of cream cheese, salt, and pepper; placing stuffed olives or a strip of dill pickle on each slice; rolling the slices and chilling them for 1 or 2 hours; and then cutting the rolls into 1/2-inch pieces and securing each piece with a toothpick.

(2) Some ideas for skewered tidbits are small cocktail onions with pieces of cocktail sausages and gherkins; squares of cheese with pickle slices and stuffed olives or small cocktail onions; lightly flavored shrimp and pieces of celery; cream cheese balls sprinkled with paprika or mixed with chopped olives and pieces of anchovy; pieces of ham and watermelon pickle. These foods should be placed on toothpicks or cocktail picks and served as indicated in paragraph 7.

b. HOT HORS D'OEUVRES. Hot hors d'oeuvres are usually broiled, baked, or fried in deep fat and served fresh from the broiler, oven, frier, or a chafing dish. Some examples of hot hors d'oeuvres are tiny meat balls, tiny broiled sausages, marinated broiled shrimp, fried shrimp balls, broiled stuffed mushrooms, fish balls ((1) below), baked franks and bacon ((2) below), and tidbits broiled in bacon or ham ((3) below).

(1) Fish balls can be made by mixing cooked flaked fish, boiled mashed potatoes, egg, cream, and grated onion together and rolling into small balls. The balls can either be dipped into flour and sauteed in butter until brown, or they can be dipped in milk, rolled in flour, and fried in deep fat.

(2) Baked franks and bacon hors d'oeuvres are made by cutting frankfurters into 1-inch sections, rolling the sections in mustard, wrapping each section in a thin strip of bacon and securing the bacon with a toothpick, and baking in a shallow pan in a 425° oven for 8 to 10 minutes.

(3) Examples of other food items that may be wrapped in thin strips of bacon or ham, secured with toothpicks, and broiled until the meat is crisp are pineapple chunks, cooked prunes stuffed with olives, watermelon pickles, dates stuffed with pineapple, grapefruit sections, large stuffed olives, smoked oysters, raw scallops or oysters, cooked shrimp, and sauteed chicken livers.

7. SERVING CANAPES AND HORS D'OEUVRES. Cold canapes or hors d'oeuvres, or both, are usually served as appetizers at cocktail parties and at buffet parties. At cocktail parties cold canapes are usually passed, but at buffets they may be placed on the buffet table with hors d'oeuvres. Hot canapes or hors d'oeuvres are usually served at elaborate functions where, as a rule, a meal is not served. Some suggestions for serving canapes and hors d'oeuvres are given below.

a. Hors d'oeuvres and canapes may be served together in a special dish divided into compartments or on a large platter or tray. Those of the same type should be placed together to avoid a spotty appearance. The items should not be heaped or crowded on the serving trays.

b. Trays should be arranged so that the darker colored items are on the outside. Also, colors should harmonize and shapes should be balanced to give a pleasing effect.

c. Cold items should be served right out of the refrigerator or on platters set on cracked ice.

d. Cheese should be served at a temperature around 70°.

e. If hors d'oeuvres or canapes are meant to be hot, they should be served fresh from the oven, broiler, or frier; or if they are the type that will hold, they may be served from a chafing dish.

f. Trays should be taken to the kitchen and replenished when they are about two-thirds depleted.

8. CENTERPIECES TO BE USED WITH CANAPES AND HORS D'OEUVRES. A centerpiece, whether it is an elaborate ice carving or a head of cabbage, always adds a festive appearance. As is true with foods used in preparing canapes and hors d'oeuvres, there are so many items for use as centerpieces that it is impossible to discuss them all. A few items frequently used are given below.

a. A grapefruit can be cut in half, placed on a platter or tray (cut side down), studded with hors d'oeuvres on toothpicks, and surrounded with garnishes or canapes.

b. Apples, oranges, or other similar fruits can be used as in a above by cutting a slice off the top or bottom to form a base.

c. A pineapple can also be used as a centerpiece by leaving the top on and cutting the pineapple vertically down the center. The halves can be placed on a platter, cut sides down, and studded with hors d'oeuvres, and surrounded with garnishes or canapes. The green tops can be decorated with cherries, cubes of cheese, ham, pickles, olives, or other food items.

d. The half of a melon, with a slice cut from the bottom to form a base, can be used as a container for certain hors d'oeuvres. The filled melon can be surrounded with garnishes or canapes.

e. Regular cabbage or red cabbage can be used as a centerpiece for hors d'oeuvres such as stuffed beets, shrimp, or artichokes. The outer leaves should be curled back carefully and the center hollowed out to hold a container for dip.

f. An unsliced loaf of bread can be shaped into an attractive centerpiece, browned in the oven or in deep fat, and studded with hors d'oeuvres on toothpicks.

g. Some examples of garnishes that can be used around centerpieces are radish roses; celery or carrot curls; fresh apples cut into cubes, balls, or rings and

rolled in paprika or finely chopped parsley; pickles slivered or cut into "fans"; strips or rings of green peppers; orange or lemon rings or wedges; flavored gelatins, either cubed or riced and placed in orange or lemon shells; and glazed or broiled bananas.

SECTION II

BUFFET PASTRIES AND ROLLS

9. GENERAL. Some examples of pastries and rolls suitable for buffet service are discussed in the following paragraphs. Pastries include danish pastry, puff pastry, cream puffs, petits fours, and certain kinds of cookies. Some rolls served at buffets are tiny cloverleaf rolls and fancy rolls, such as twists, braids, and butterfly rolls.

10. DANISH PASTRY. Various types of danish pastry, such as snails, butterhorns, coffee cake, and coffee rings, are made from a yeast-raised sweet dough.

a. Butter, margarine, or shortening is rolled into layers of the dough (fig. 1) to produce flakiness in the baked items. The amount of fat used is equal to about one-fourth the weight of the dough. The dough and roll-in material should be of the same consistency so that the roll-in material will not be forced through the dough during the rolling or folding process. When short flat pieces of baked goods are desired, the dough should be mixed as little as possible. The dough is rolled and folded three more times after the first rolling and folding and is refrigerated between rolls. The time intervals between rolls is determined by the ability of the dough to loosen enough to be pliable when rolled. Figure 2 illustrates the preliminary steps in danish pastry makeup. Figure 3 shows methods of making up snails and S's after steps shown in figure 2 have been completed. Figure 4 shows the makeup of butterhorns and figure 5 shows the makeup of a coffee ring from danish pastry dough after the roll-in material has been added and the dough has been rolled, folded, and refrigerated.

b. Fillings, glazes, or icings are used with danish pastries. Some fillings are added to the dough during makeup (fig. 5); some are added after the dough has been proofed. Glazes and icings are spread over the pastry immediately after it is baked. The proofing box temperature should be kept lower than the melting point of the roll-in material; if the temperature is too high, it will melt and leak out of the layers.

c. Because proper baking time and temperature are important in preparing danish pastry, the time and temperature specified in the recipe should be followed exactly. If the oven temperature is too low, the roll-in material will melt and leak out of the pastry.

11. PUFF PASTRIES. Puff pastry is considered a specialty item. Puff paste dough is used whenever rich, light pastries, such as cream horns, patty shells, turnovers, or similar items, are desired. Cream horns are filled with a cream filling after they are baked and cooled and then are dusted with powdered sugar. Patty shells may be filled with meat, fruit, or a cream filling after they have been baked and have cooled. Turnovers are filled with fruit filling or jam before they are baked

a. Puff paste dough is made as follows:

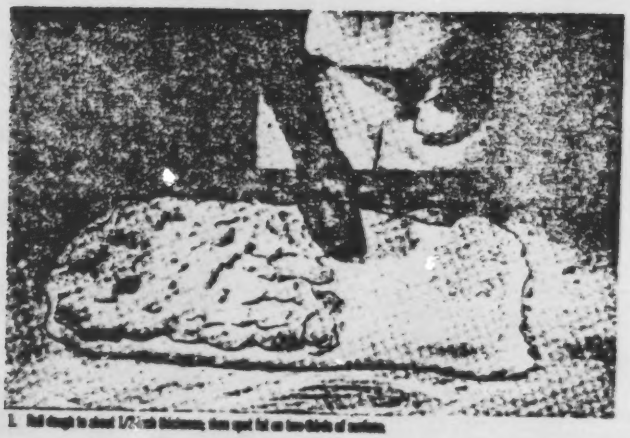
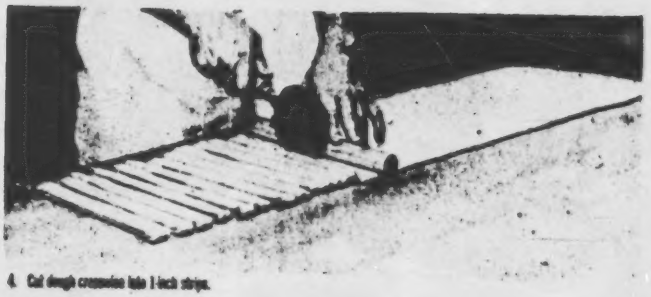


Figure 1. Rolling fat into danish pastry dough.

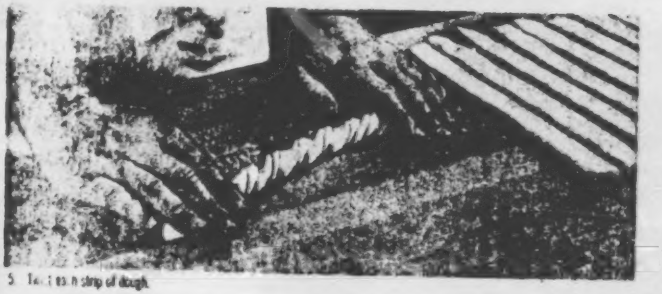
1. Roll dough into a rectangular sheet 1/4 inch thick, brush with melted butter.

2. Sprinkle cinnamon and sugar mixture over dough.

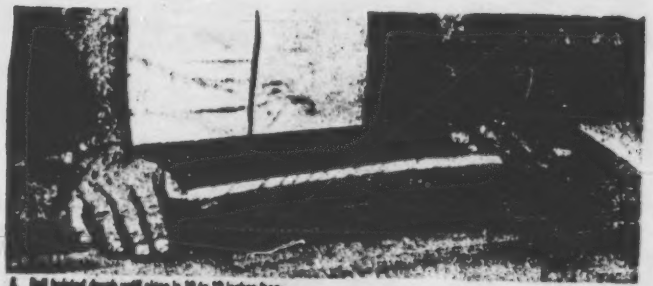
3. Fold dough lengthwise into thirds.



4. Cut dough crosswise into 1-inch strips.

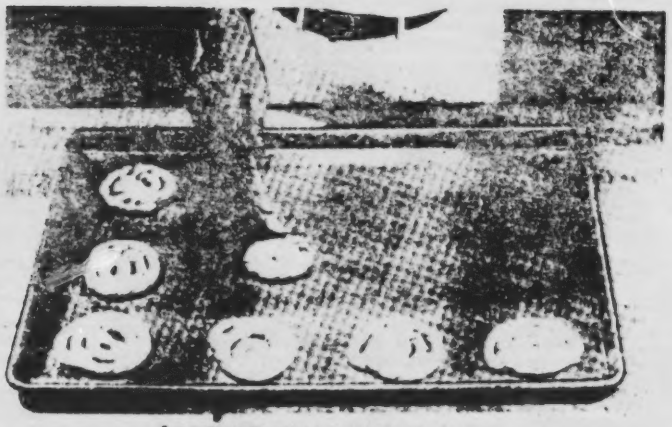


5. Twist into a strip of dough.

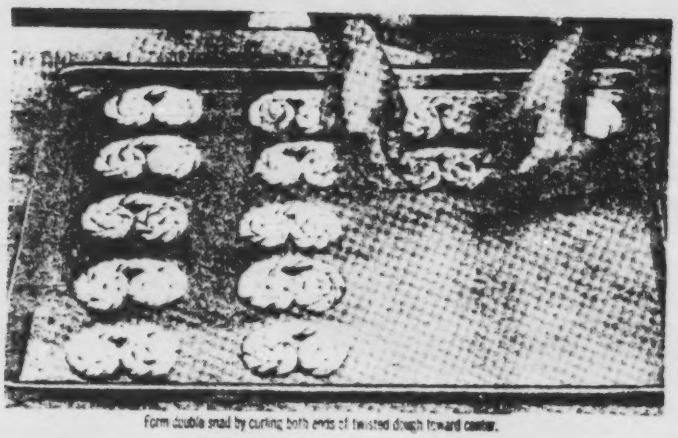


6. Roll twisted dough until piece is 10 to 12 inches long.

Figure 2. Preliminary steps in danish pastry makeup.



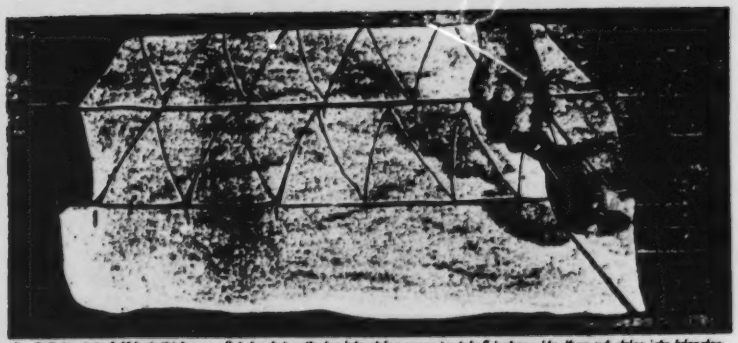
Form snail by winding twisted dough in circle, tuck loose end under.



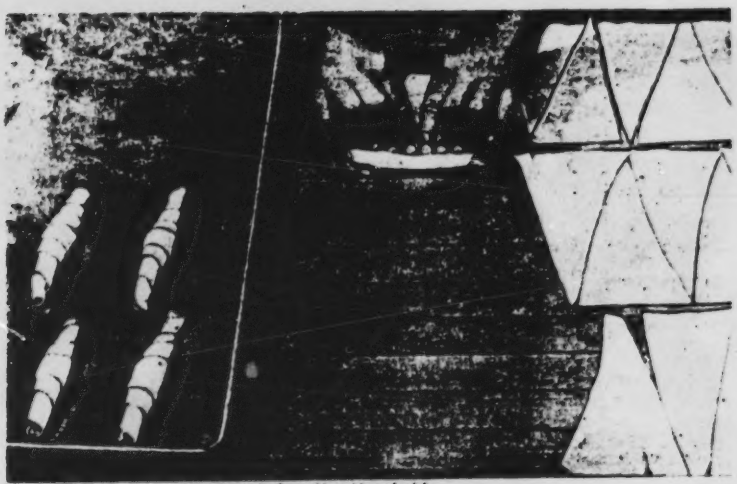
Form double snail by curling both ends of twisted dough toward center.

Form S by curling both ends of twisted dough counterclockwise.

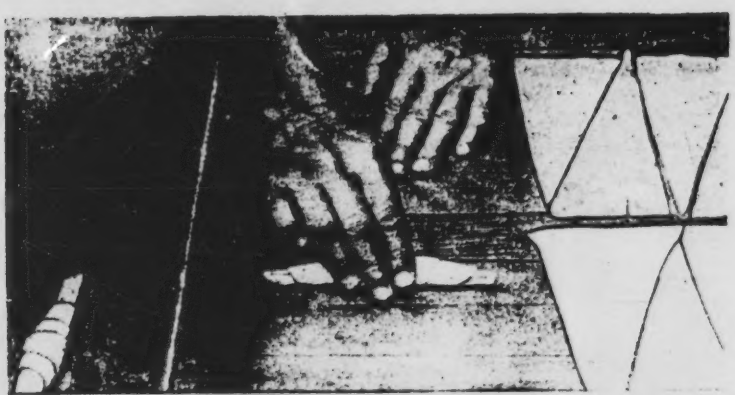
Figure 3. Methods of making snails, double snails, and S's.



1. Roll dough to 1/4-inch thickness. Cut dough lengthwise into strips approximately 5 inches wide; then cut strips into triangles approximately 3 inches wide at the base.

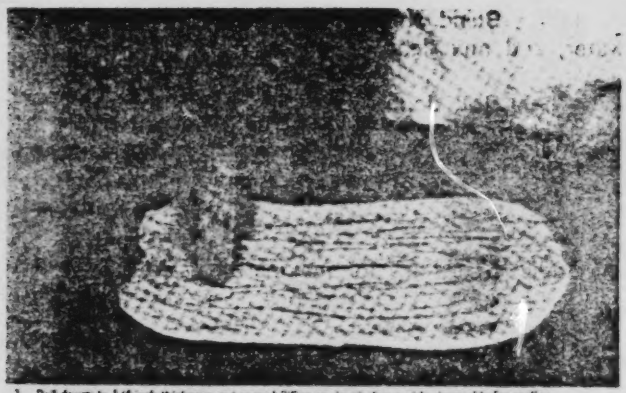


2. Brush with melted butter; then roll triangles from wide end toward point.

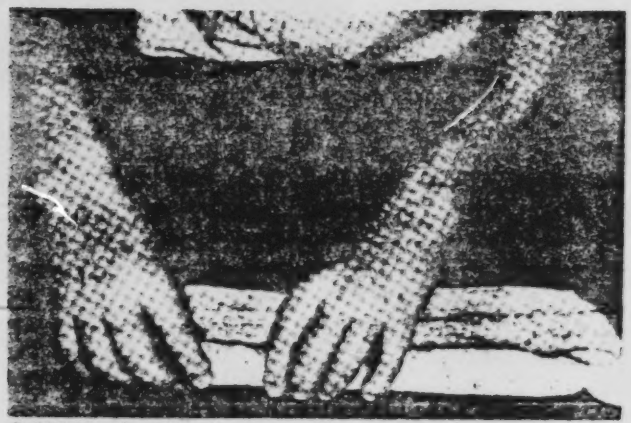


3. Place point on underside; pan in rows four by eight.

Figure 4. Making butterhorns.



1. Roll dough to 1/4-inch thickness and spread filling on dough; leave strip down side for sealing.



2. Roll dough lengthwise; then seal.

3. Form a circle, tucking one end of roll into the other.

Figure 5. Making coffee ring.

(1) Blend shortening into sifted flour to which salt has been added, add cold water, and mix lightly. Do not overmix.

(2) Roll dough to 1/2-inch thickness, lap dough over to form three folds, and place in the refrigerator for about 30 minutes.

(3) Repeat the second step four times and then refrigerate until makeup time.

b. Some suggestions for making up pastries from puff paste dough are given below.

(1) Figure 6 shows steps for making up cream horns. Note. The cones are removed from the cream horns as soon as they are taken from the oven.

(2) Figure 7 shows steps for making up patty shells.

(3) Turnovers are made by rolling the dough to 1/8-inch thickness, cutting it into squares, placing filling in center of each square, moistening the edges of the dough, and folding the squares to form triangles or oblongs.

c. The following precautions should be observed in preparing pastries from puff pastry dough:

(1) When folding the dough for patty shells, be sure that all edges are properly squared. If the edges are not squared, the dough will have an uneven number of layers in some spots; and the patty shells may tip over during baking.

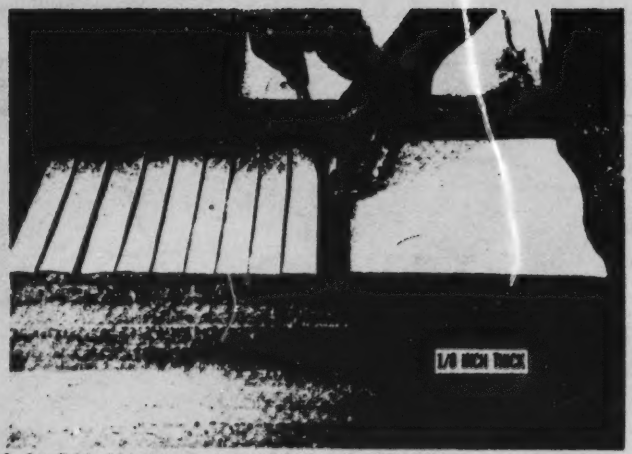
(2) Do not fold dough more times than required. If the dough is folded too many times, the layers of dough and shortening will become so thin that they will be forced together and cause the finished items to be soggy and heavy.

(3) Overworking of the dough during any period of makeup will cause the layers to break down during baking and form a solid mass.

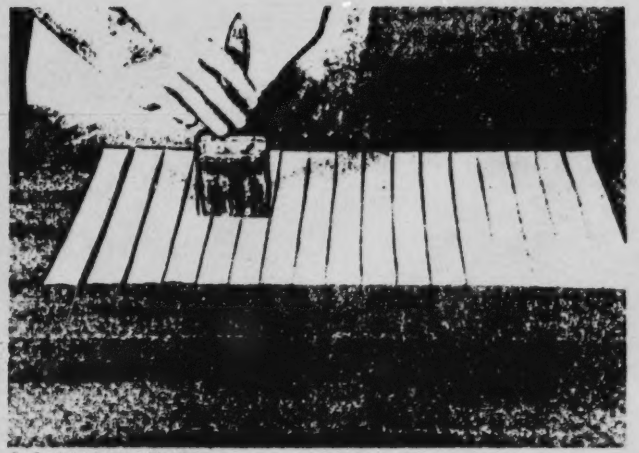
(4) Brush excess dusting flour from the dough; otherwise it will show up as raw flour in the finished product and make the layers dry and tough.

(5) Keep the oven at the specified temperature. If it is too hot, the overlapped pieces of dough will be sealed quickly and the finished pastries will lack volume and be raw in the center. If the oven is not hot enough, the fat will leak out and spoil the flake.

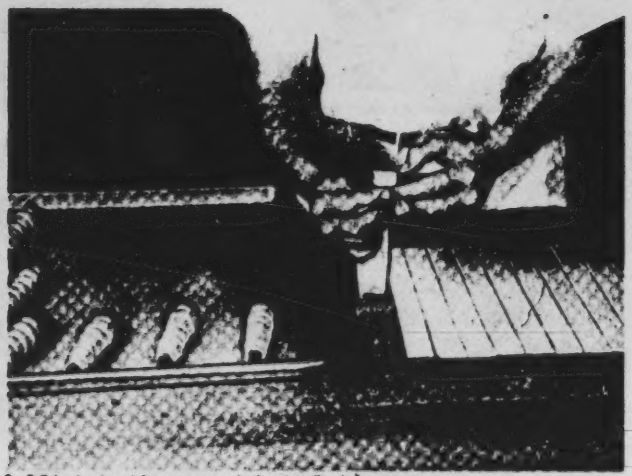
12. CREAM PUFFS AND ECLAIRS. Cream puffs and eclairs are both made from a paste consisting of water, shortening, flour, salt, and eggs. As the shells are baked, they develop hollows that are filled, usually with whipped cream or custard, after the shells are baked and have cooled. They can then be sprinkled with powdered sugar or



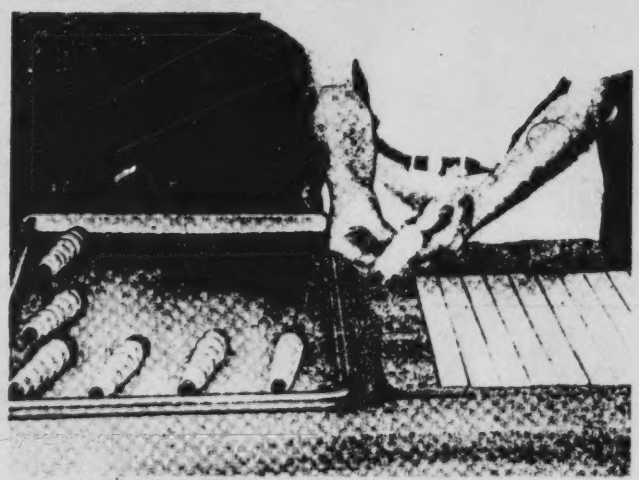
1. Cut rolled dough into strips approximately 1 1/2 inches wide and 14 inches long.



2. Brush dough strips with water.



3. Roll dough onto metal or paper cone, starting at small end of cone.



4. Complete roll by overlapping end of dough strip. Place overlapping end against pan.

Figure 6. Making up cream horns.

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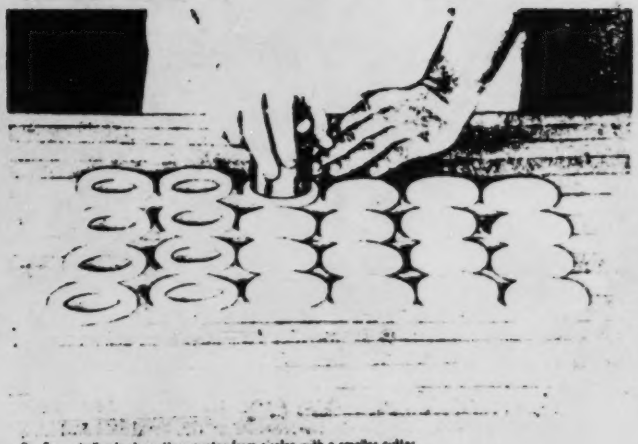
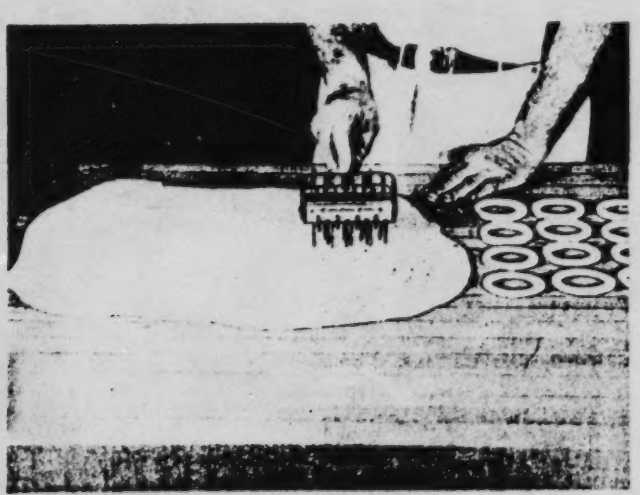
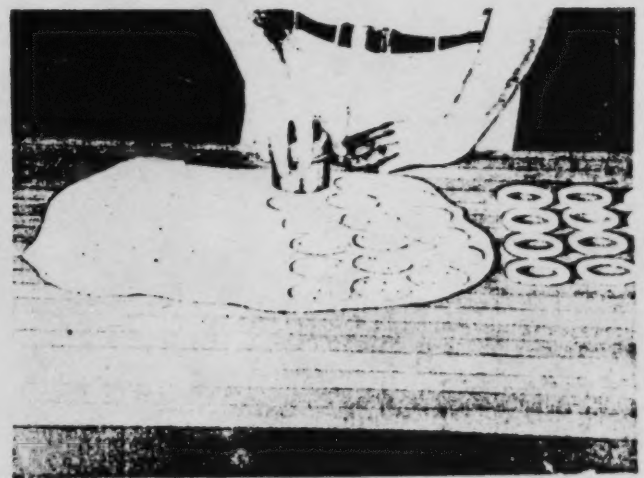
1. Cut rolled dough with a sharp round cutter.



2. Form shell sides by cutting center from circles with a smaller cutter.

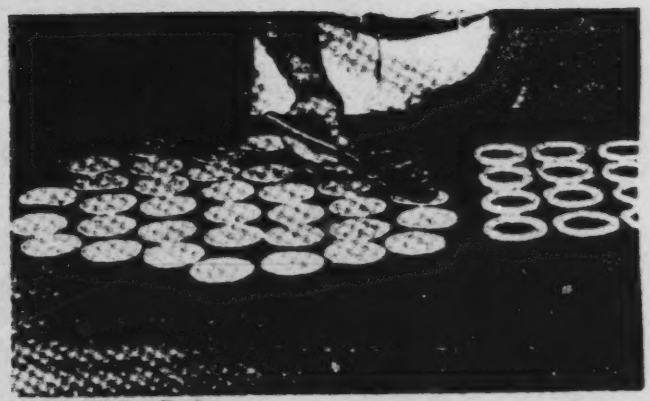


3. Use scrap dough for shell bottoms. Roll to 1/8 inch thickness and dock.



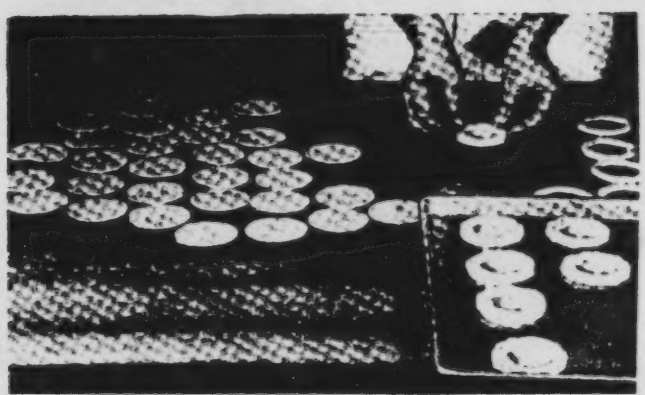
4. Cut docked dough with same cutter used in step 1.

Figure 7. Making up patty shells.



5. Brush shell bottoms with water.

6. Place ring on shell bottom, taking care to match edges evenly.



7. Prior to pouring, shape putty shell carefully and make ring level.

Figure 7. Continued.

can be iced with chocolate icing. Cream puffs and eclairs are alike except for their shape; cream puffs are round and eclairs are finger shaped. They should not be made during warm weather and must be kept refrigerated.

a. Cream puffs and eclairs are made as follows:

(1) Water and shortening are combined and boiled.

(2) Flour is added and the mixture is stirred constantly and cooked well.

(3) The cooked mixture is placed in a mixing bowl and mixed a few turns, and then eggs are added slowly and mixed to a smooth batter.

(4) The batter is dropped on a lightly greased pan that has been dusted with flour and baked for about 30 minutes.

b. The following precautions should be observed:

(1) Make sure that the emulsion is formed properly. Overcooked flour, cold eggs, too few eggs, or poor quality eggs will produce a poor emulsion.

(2) Make sure that the flour is well cooked, that the proper amount of shortening is used, and that the shells are well formed. If the flour is undercooked or if too little water or shortening is used, the shells may be irregularly shaped. Improper makeup can also cause poorly shaped shells.

(3) If the shortening is not melted completely, or if too much shortening or too little water is used, the hollows may fail to develop in the shells.

13. PETITS FOURS AND FRENCH PASTRIES. Petits fours and french pastries are tiny frosted cakes of various shapes.

a. Petits fours are made by cutting butter cake into small pieces, glazing the pieces, covering them with fondant frosting, and decorating them.

(1) Thin layers of cake (bottom side up) are cut into any desired shapes, such as squares, oblongs, triangles, or circles. A sharp knife should be used and the knife should be wiped with a damp cloth before each cut.

(2) The tiny pieces are glazed by inserting a fork into the side of a cut piece dipping it in the glaze to cover all of it except the top, and placing it on a rack with the uncovered side down.

(3) After the pieces have been glazed and placed on a rack, fondant frosting is poured over them by moving the container of frosting from cake to cake and back again to cover each cake generously but gradually.

(4) After the frosting has set, the cakes should be removed from the rack with a spatula and the frosting trimmed from the bottom of each.

(5) The tiny cakes can be decorated in any desired design with icing colored with vegetable coloring or melted chocolate. The decorations should be applied with a cone made of cooking paper or vegetable parchment or with a pastry bag and tube with a small opening. Nuts, candied citrus peel, cherries, or other decorations may also be used.

b. French pastries are also made from cake cut into small pieces and iced with a rich butter cream icing. They may have an added coating of coconut, nut meats, or a crunch.

14. COOKIES. There are many types of small, rich cookies suitable for buffet service, but only two types are discussed below--"fancy" and icebox cookies.

a. "FANCY" COOKIES. "Bag type" or pressed cookies are sometimes referred to as "fancy" cookies. They are usually made from a special dough that is quite rich. The dough must be soft and smooth enough to be forced through a bag or press, yet stiff enough to hold its shape during baking. Spritz cookies are one type of pressed cookies; they are rich, delicate, and tender; and they keep well. They are made by gradually adding sugar to creamed butter, blending in egg yolks, stirring in flavoring and then flour, and mixing thoroughly. The dough is forced through a cookie press or bag onto cold, ungreased cookie sheets about 1 inch apart and then baked. Some pressed cookies may contain more than one color or flavor, or both; they may also be decorated with a small piece of nut meat or candied cherry.

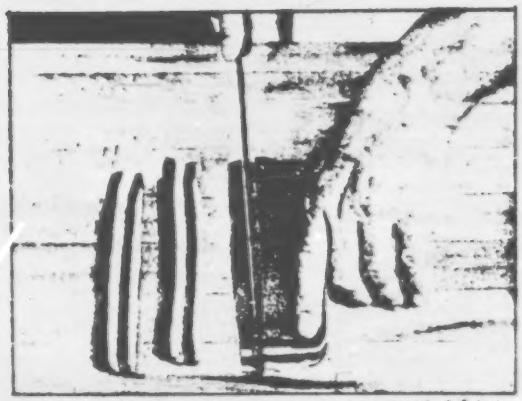
b. ICEBOX OR REFRIGERATOR COOKIES. Icebox cookies are made from a stiff dough prepared basically from flour, baking powder, salt, shortening, sugar, eggs, and flavoring. A large variety of these cookies can be made by using different food colorings and flavorings. Dates, nuts, coconut, or other ingredients may also be used in them. Some variations in design that can be made by using plain dough and chocolate dough in different combinations are checkerboard, pinwheel, half and half, and ribbon cookies. The dough is made up in rolls, wrapped in paper, and chilled thoroughly in the refrigerator before it is sliced into cookies and baked. Icebox cookie dough can be made ahead of time and used as needed.

(1) Figure 8 shows how checkerboard icebox cookies are made up.

(2) Ribbon design cookies can be made from step 2 of figure 8 by simply cutting the slices shown into short pieces.

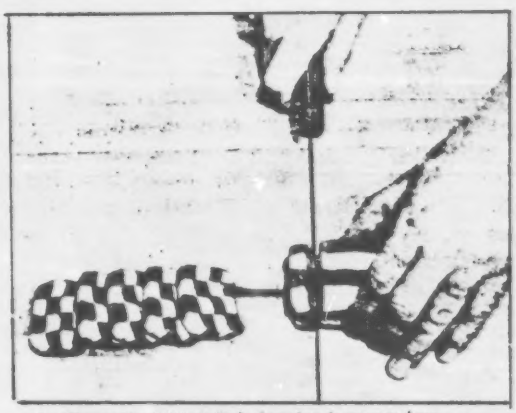
(3) Pinwheel designs are made by using one sheet of plain dough and one sheet of chocolate dough, each rolled out into a rectangular shape. The plain dough sheet is rolled slightly longer than the chocolate sheet. The chocolate sheet is placed on top of the plain dough sheet and rolled as a jelly roll, starting at the longer side. The roll is refrigerated and sliced into thin cookies. The cookies are placed on a slightly greased cookie sheet and baked in a moderate oven.

1. Roll two pieces of plain dough and two pieces of chocolate dough to about 3/8-inch thickness. Brush tops of three of the pieces with water; then stack, alternating the plain and chocolate layers. (Place layer that has not been washed on top.)



2. Cut the four layers of dough into strips approximately 1/2 inch thick; then brush cut surface with water.

3. Place four strips of dough together so that the colors alternate; then wrap dough in waxed paper and chill in the refrigerator.



4. Slice cookies 1/4 inch thick; then place in ungreased pan.

Figure 8. Preparing icebox cookies in checkerboard design.

15. FANCY ROLLS. Fancy rolls are usually made from rich, yeast-raised dough. For buffet service the rolls should be small, approximately three-fourths of an ounce. They can be made up in a variety of forms, such as tiny cloverleaf rolls, braids, twists, butterfly rolls, or other shapes. Makeup of the various shapes begins after the first rising of the dough. The rolls may be left plain or decorated with poppy seeds or sesame seeds. Suggestions for makeup of braids, twists, and butterfly rolls are given below.

a. To make braids, place dough on lightly floured board. Cut off pieces of dough the size of a golf ball (or smaller) for each strip to be used in the braid, and, with fingers of both hands, roll out the dough into 10-inch lengths about one-fourth of an inch (or less) in diameter. Place three strips side by side on the board, press the far ends together firmly, and braid them in the usual way, making the braid moderately loose. Cut the braids into desired lengths and press the cut ends together. Place the cut pieces on a greased baking sheet, brush with melted butter, cover, and let rise in a warm place until double in bulk. Bake, and serve hot.

b. To make twists, place dough on lightly floured board and roll into a rectangular sheet about one-fourth of an inch (or less) thick, and brush with melted butter. Fold bottom third upward over middle third, and fold top third of dough downward over the first fold to make three thicknesses. Cut folded dough into desired widths. Twist each strip several times, place on greased baking sheet, brush with melted butter, cover, and let rise in a warm place until double in bulk. Bake, and serve hot.

c. To make up butterfly rolls, place dough on lightly floured board and roll into a rectangle about one-fourth of an inch (or less) thick. Spread with softened butter, roll up tightly as a jelly roll, and cut into pieces of desired width. Lay handle of knife or a wooden spoon across the center of each slice parallel with the cut surfaces, and press down firmly. Place cut pieces on a greased baking sheet, cover, and let rise until double in bulk. Bake, and serve hot.

16. CAKE DECORATING. Various methods of finishing are used to add flavor and eye appeal to cakes. The finishing method should be selected according to the type of cake and the occasion for which the cake is being prepared. The most popular methods are to use frosting or icing, fillings, toppings, icing or frosting with decorations, or other appropriate combinations.

a. The terms "frosting" and "icing" generally are used interchangeably, but there is a slight difference. Frosting, which is used mainly on cakes, may be cooked or uncooked and is thicker than icing. Fudge frosting is an example of the cooked type; butter frosting, of the uncooked type. Icing may be used on cakes, pastries, and some types of rolls. It may be fluffy or thin. Fluffy icing is cooked; thin icing may be cooked or uncooked. Frosting or icing improves the keeping quality of cake by retarding the loss of moisture.

b. Fillings are cooked, thickened mixtures that are spread between the layers of cakes; for example, custards or fruit fillings.

c. Toppings are ingredients sprinkled on cakes before or after they are baked. Examples are nuts, coconut, sugar, and semisweet chocolate.

d. Edible, attractive decorations, usually made from icing, are placed on cakes after they have been iced or frosted and the icing or frosting has dried. The decorations may be flowers, symbols, writing, borders, or any number of designs or combinations of designs, but a cake should never be overdecorated. Decorations are usually used to denote some special occasion.

(1) Decorations can be applied with commercial-type pastry bags of canvas, plastic, or metal, which have various shaped tips--rose, star, round, or other design. They may also be applied with bags made of heavy paper, such as bond, bakery paper, cooking paper, or vegetable parchment. To make a paper bag, cut an oblong about 11 by 18 inches, fold the paper diagonally, and roll it into a cone with a tight tip. Fold the top peaks outward and downward toward the tip to hold the cone firmly. Cut a straight line across the tip to make a small round opening. If other shaped tips are needed, prepare cones as indicated above, but, instead of cutting a straight line across the tip, cut a single notch in the tip of one cone and a double notch in the tip of the other.

(2) Prepare decorative icing and if more than one color is to be used, put the icing into different bowls and tint with vegetable coloring. Pastel shades are usually more attractive than darker colors. Keep the bowls covered.

(3) Either make a sketch of what you want to do or have the goal clearly in mine.

(4) Place the decorative icing in the cone or bag and use one hand to squeeze the icing from the container and use the other hand to guide the cone or bag, if necessary. A cone or bag with a small round tip is best for applying small flowers, dots, or writing. Practice is necessary to determine the tip best suited for making large flowers, leaves, scrolls, and other elaborate designs.

(5) For convenience in applying decorations, position the cake just above elbow level.

APPENDIX

REFERENCES

TM 10-411 Pastry Baking

Wise Encyclopedia of Cookery by William H. Wise & Co., Inc.

Modern Encyclopedia of Cooking by J. C. Ferguson and Associates

Joy of Cooking by Rombauer and Beckes

LESSON 4 Credit Hours: 1

SELF-GRADING LESSON EXERCISES

REQUIREMENT. Exercises 1 through 16 are multiple choice. Each exercise has only one single best answer. Indicate your choice by circling the appropriate letter.

1. Appetizers are served to--

   a. curb the appetite and discourage overeating when the meal is served.

   b. give the diner a hint of what foods are to be served at the meal that is to follow.

   c. enhance the appetite for the meal that is to follow.

   d. allow guests time to mingle and become acquainted before they sit down to a formal meal.

2. Which of the following would be considered canapes?

   a. One-half inch cubes of cheese, apples, and celery stuck on cocktail picks and inserted into the half of a grapefruit.

   b. Small rounds of thin whole wheat bread spread with butter and a bacon, liver, and mayonnaise mixture, and garnished with slices of stuffed olives.

   c. Cooked chicken livers wrapped with bacon, secured with toothpicks, broiled, and served on toothpicks stuck into a centerpiece carved from unsliced bread that has been browned.

   d. Hard cooked eggs cut in half lengthwise, yolks removed and mixed with salt, pepper, butter and an anchovy paste mixture and placed back into the egg whites, and garnished with paprika.

3. Which of the following factors should be considered in planning appetizers?

   a. Whether the party is for military personnel only or for military and civilian personnel.

   b. Whether the appetizers are to be served before or after the meal.

   c. Whether or not a full meal is to be served at the party.

   d. Whether or not the appetizers should be sweet or tart.

4. When should the ingredients of cold canapes be assembled?

   a. The day before they are to be served.

   b. About 12 hours before they are to be served.

   c. About 4 hours before serving time.

   d. As near serving time as possible.

5. Why should the base of canapes be spread with butter?

   a. To keep the canapes moist.

   b. To make the spread or "filling" adhere to the base.

   c. To prevent the canapes from becoming soggy.

   d. To distinguish them from hors d'oeuvres.

6. Which of the following is used most frequently as a base for hot canapes?

   a. Buttered toast.

   b. Plain toast.

   c. Plain white bread.

   d. Unsalted soda crackers.

7. After ham roll hors d'oeuvres are rolled and refrigerated, they should be sliced into what size pieces?

   a. 1/4 inch.

   b. 1/2 inch.

   c. 1 inch.

   d. 1 1/2 inch.

8. Which of the following appetizers are usually served at elaborate parties where a full meal is not to be served?

   a. Fruit cocktails.

   b. Cold canapes.

   c. Cold hors d'oeuvres.

   d. Hot hors d'oeuvres.

9. What pastries used for buffets are made by rolling fat into a layer of yeast-raised sweet dough to make the items flaky?

   a. Cream puffs.

   b. Eclairs.

   c. Danish pastries.

   d. Puff pastries.

10. Snails are made from what kind of dough?

    a. Danish pastry dough.

    b. Puff pastry dough.

    c. Petits fours dough.

    d. Eclair dough.

11. When are glazes and icing added to danish pastry?

    a. Immediately after baking.

    b. During makeup.

    c. Immediately after being removed from the proofing box.

    d. During baking.

12. Which of the following buffet pastries are made from a dough consisting of only shortening, flour, water, and salt?

    a. Coffee rings.

    b. Cream horns.

    c. Cream puffs.

    d. Petits fours.

13. When is filling added to turnovers?

    a. Before they are baked.

    b. While they are baking.

    c. Immediately after they are taken from the oven.

    d. After they have been baked and cooled.

14. Which of the following pastries are made from the same paste dough?

    a. Butter horns and cream horns.

    b. Cream puffs and cream horns.

    c. Petits fours and eclairs.

    d. Cream puffs and eclairs.

15. Which of the following are pressed cookies?

    a. Pinwheel.

    b. Checkerboard.

    c. Spritz.

    d. Eclairs.

16. Which of the following principles should be observed in cake decorating?

    a. Apply decorations before the cake frosting has set, or dried.

    b. Use a pastry bag or cone for applying decorations.

    c. Use only one color of decorative icing for decorating each cake.

    d. Add coloring to decorative icing while the icing is being cooked.

REQUIREMENT. Exercises 17 through 20 are true-false. Indicate your answer by writing a T or an F next to the exercise number.

17. All canapes of one kind should be garnished with the same garnish.

18. Hors d'oeuvres are prepared from basically the same foods that are used in preparing canapes.

19. Some fruits may be wrapped in bacon or thin ham slices, broiled, and served as hot hors d'oeuvres.

20. Canapes and hors d'oeuvres should not be served from the same tray.

HAVE YOU COMPLETED ALL EXERCISES? DO YOU UNDERSTAND EVERYTHING COVERED? IF SO, TURN TO THE NEXT PAGE AND CHECK YOUR ANSWERS AGAINST THE SOLUTIONS.

U.S. ARMY QUARTERMASTER SCHOOL
FORT LEE, VIRGINIA 23801

LESSON 4

SOLUTION SHEET

PREPARATION AND SERVING OF APPETIZERS AND PASTRY

Check your work against the solutions given below. If you have made a wrong response or omitted a required response, correct your work. Then, go back and restudy the appropriate text portion once more (references follow each solution).

Ex	Sol	Ref
1.	c	para 1
2.	b	para 2b
3.	c	para 3a
4.	d	para 5a(1)
5.	c	para 5a(2)
6.	a	para 5b(2)
7.	b	para 6a(1)
8.	d	para 7
9.	c	para 10a
10.	a	para 10a & fig 3
11.	a	para 10b
12.	b	para 11, 11a, & fig 6
13.	a	para 11
14.	d	para 12
15.	c	para 14a
16.	b	para 16d(1)
17.	T	para 5a(7)
18.	T	para 6
19.	T	para 6b(3)
20.	F	para 7a

All references are to the lesson text.

HAVE YOU CHECKED YOUR ANSWERS, MADE CORRECTIONS, AND RESTUDIED THE TEXT, IF NECESSARY? IF YOU HAVE, GO ON TO THE NEXT LESSON OF THE SUBCOURSE.

LESSON 5 Credit Hours: 1

LESSON ASSIGNMENT

SUBJECT: Catering.

STUDY ASSIGNMENT: Lesson Text.

SCOPE: Principles and procedures of catering; catering department staff and responsibilities; reservation ledgers, party sheets, and party brochures; and pricing banquets.

OBJECTIVES: As a result of successful completion of this assignment, the student will be able to--

1. List and explain the duties of personnel of a catering department.
2. Describe and state procedures for setting up a reservation ledger and making out a party sheet.
3. Describe and state procedures for preparing a party brochure.
4. State procedures for determining prices for catered functions.
5. State standard operating procedures (SOP) governing catered functions.
6. List the order in which items of a four-course meal should be served, and describe place settings for each course.

LESSON TEXT

SECTION I

PRINCIPLES OF CATERING

1. GENERAL. Catering is an important part of a club operation; but success in catering requires careful planning, proper selection of food and beverages, adequate supplies and facilities, and capable personnel. All personnel should be assigned specific duties and responsibilities to eliminate confusion and speed up the operation; since labor is a difficult factor to control, good organization is essential.

2. PERSONNEL OF A CATERING DEPARTMENT. The catering department of a club that caters many parties may require a banquet (catering) manager, an assistant banquet manager, and one or more secretaries. The catering department of other clubs may require only a capable banquet manager and an assistant, who may be a secretary.

a. The banquet manager must be an individual with a good food background, and he (or she) should be conversant, have a pleasing personality, and reflect a good image of the club. He must be able to supervise all aspects of a catering operation--all planning and the purchase, preparation, and serving of food.

b. An assistant banquet manager must be able to perform the duties of the banquet manager when the manager is absent. The assistant manager may be a secretary or be required to perform the duties of a secretary--take party reservations by phone, keep the reservation ledger (para 5), send out party brochures (para 4), and perform other pertinent duties.

3. ESTABLISHING OPERATING PROCEDURES. The catering department of a club should establish standard operating procedures (SOP) to include procedures for taking reservations, planning and pricing menus, operating bars and pricing drinks, giving assistance in planning parties, preparing a party brochure and a party sheet, providing accessories (special cakes, music, and similar items), and payment for catered affairs.

a. Reservations are taken as indicated in paragraph 5.

b. Party menus for coffees, teas, breakfasts, luncheons, and dinners should be carefully prepared and priced for inclusion in a party brochure (para 4). The menus should cover a wide range of entrees--fish, poultry, and meats; however, the host is usually limited to a choice of two entrees. Desserts may be listed with the individual menus or listed separately. The banquet manager works with the club officer in pricing the menus. Regular menu prices are based on the food cost percentage, which is determined by a desired gross profit percentage. The food cost percentage equals 100 percent minus the desired gross profit percentage. If the desired gross profit percentage is 60 percent, the food cost percentage would be 40 percent. The menu selling price is the total cost

of all items on the menu divided by the food cost percentage. Menu prices should be checked at least quarterly to make sure that they reflect any market or purchasing price changes. A statement should accompany the menus listed in the party brochure to indicate that prices are subject to change without notice. Prices for party menus are usually higher than for menus used in regular dining room service.

c. Regulations should be established regarding bar service for parties; and prices for drinks (wines, beer, punch or mixed drinks, highballs) should be established for inclusion in the brochure. Examples of types of bars and bar prices are given in the sample party brochure in appendix B. An express bar, where only highballs and premixed martinis are served, may be used, but it should be plainly marked "EXPRESS BAR" to avoid confusion. Waiters or waitresses usually use an express bar. Guests may also use the express bar or, if they prefer a mixed drink, may use a regular bar. There is usually a minimum charge established for bar service at a catered affair.

d. Arrangements for a small party can be made by phone if the host has planned the party himself and knows exactly what he wants; however, the banquet manager, or his assistant, must be prepared to assist in the planning and to discuss all details with the host. To assure that no details are overlooked, a party checklist or the party brochure should be used in completing the arrangements. Some catering departments have colored menu books to show the host; if such a book is prepared, exceptionally elaborate and expensive menus should not be included.

e. The SOP should include procedures for preparing a party sheet (para 6) and include regulations on payment for a party (para 6a(6) and 6c). Regulations should be established as to how far in advance of a party the host must submit a minimum quarantee on the number of guests to be served; for example, by 1100 hours 2 days in advance of the party. Also, the regulations should state whether or not a percentage of variation on the number attending is allowed. Some clubs allow a variation of 5 percent; the host pays for all who attend and may pay for not less than 95 percent of the guaranteed number.

f. Minimums on the number of guests the catering department will serve for various types of parties should be determined, such as the minimum number of guests at a minimum price for luncheons, stand up buffets, cocktail parties, and sit down dinners or banquets. Also, charges should be established for additional services, such as providing cigars, nuts and mints, or other items and for setting up a punch fountain or handling a wedding cake. A fee of $10.00 is usually charged for displaying and serving a wedding cake.

g. The SOP should establish regulations on keeping an after-action file (para 13 and 14).

4. PARTY BROCHURE. Party brochures, a copy of which can be sent to a member requesting catering service, should be prepared. A carefully prepared brochure helps a prospective host plan details of a party, helps standardize party prices, and reduces chances of favoritism being shown to certain members. A sample party brochure, to be

used as a **guide only**, is given in appendix B. Some suggestions on information to include in a brochure are given below.

a. Statement on a written guarantee (para 3e).

b. Policies on use of the club.

(1) General provisions on who may attend club functions.

(2) Specific requirements regarding payment for the party.

(3) Guest appearance and conduct.

c. How to arrange for the following:

(1) Special cakes.

(2) Candelabra.

(3) Easels.

(4) Flags.

(5) Flowers.

(6) Microphones and podium.

(7) Music.

(8) Photographer.

(9) Receiving line.

(10) Tablecloths (color).

(11) Tables (number, type, and arrangement).

(12) Table numbers and place cards.

d. Practice regarding gratuities.

e. Minimum charges.

f. How to get information on the seating capacity of the various banquet rooms.

g. How seating charts can be displayed for convenience of the guests.

h. Carefully planned and priced menus (para 3b).

i. Bar prices, punch list, wine list.

j. Floor plan showing various banquet rooms, rest rooms, entrances, and other pertinent information.

5. RESERVATION LEDGER. A reservation ledger is a record of requests for catering service. Any large prenumbered ledger may be used; the use of a prenumbered ledger eliminates the possibility of a request being mislaid, which could result in confusion and disappointment to the member requiring catering service. Where it is possible, the ledger should be kept by one person.

a. Catering services may be requested by phone. The member making the request may know at that time only that he (or she) is planning a party for a certain date, or an approximate date, and may request assistance in planning the affair. The person who takes the call (banquet manager, assistant banquet manager, or secretary) makes certain that the club can cater the affair on a certain date and enters the person's name, date, and any other available information in the ledger. He may also send a party brochure to the member requesting catering service and arrange for him to come to the club or to call for assistance in making further plans.

b. As plans progress, all arrangements are recorded in the ledger under the host's name and party date. When plans are complete, the ledger should reflect the member's request regarding the exact time and place, the number of guests, the type of party (luncheon, buffet, formal dinner), the menu, beverage service, flowers, music, tables and seating arrangements, and all other pertinent information.

6. PARTY SHEET. After final arrangements are made, information is transferred from the reservation ledger to a prenumbered party sheet (fig. 1), which must be completed in detail, except for the block reserved for the accounting department. The party sheet is prepared by the banquet manager or his assistant and is signed by the person requesting catering service and the banquet manager (the host or project officer) 24 or 48 hours in advance of the party. If arrangements have been made by phone and have not been carefully reviewed, the banquet manager, using a checklist, should check all details with the host or project officer before he (host or project officer) signs it.

a. The party sheet should reflect the following:

(1) Date of party and date reservation was made.

(2) Time and place of the party.

(3) Name of person for whom party is being catered.

(4) Name of person who took the reservation.

(5) Whether payment is to be cash or charge.

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CLUB **Special Party** No. 5205

Date of Party _____

Time _____ Place _____

Party for _____ Date Reservation Made _____

NAME

Taken by _____

Charge ☐

Cash ☐ _____ _____ _____ _____ Active ( )
Associate ( )
Honorary ( )

Name of Party Making Reservations — Acct. No. — Bank — Tel.

Type Party _____

Price Quoted Food _____ Bar _____ Flowers _____ Music _____ Misc. _____

For Accounting Dept Use

Price Charged: Food _____
Bar _____
Flowers _____
Music _____
Misc. _____
Total Charge _____

"Floor Plan"

SPECIAL INFORMATION

Date of Party _____ Time of Party _____

Party Held in: (circle) MBR LBR 1 2 3 Bal 1 2 3 LR No. Reservations _____

Table Arrangements _____ Price Per Person _____

MENU

BAR

SERVING TIME _____ Planned by: _____

IN ADDITION TO THE DETAILED ARRANGEMENTS DESCRIBED ABOVE

The organization/individual making arrangements shall notify the FLOOR Catering Service of the exact number of people to be served at least 24 hours before the function. No allowance or credit can be extended if any less than this number is actually served. If there is to be any increase in the number to be served, the Catering Service will be notified as quickly as possible.

THE ORGANIZATION AND/OR INDIVIDUAL MAKING THE ARRANGEMENTS FOR THIS FUNCTION ASSUMES FINANCIAL RESPONSIBILITY FOR ANY UNFULFILLED RESERVATIONS. CHARGES ASSESSED UNDER THIS PROVISION WILL BE BASED ON THE UNFULFILLED RESERVATION TO FLOOR AT THE PRICE QUOTED ABOVE. I FURTHER CERTIFY THAT THIS RESERVATION IS IN BEHALF OF A DEPARTMENT OF DEFENSE AGENCY OR GROUP, OR AN APPROPRIATE GROUP RECOGNIZED BY THE DEPARTMENT OF THE ARMY AS BEING MILITARILY CONNECTED OR THAT THE COST OF THIS PARTY WILL BE A PERSONAL EXPENSE FOR WHICH I WILL NOT BE REIMBURSED.

ACCEPTED BY _____

Figure 1. Sample party sheet.

(6) Name, account number, rank, telephone number, and membership category of person who made the reservation. (Some clubs request a list of persons and club number of everyone who is to attend; if the cost of the party is to be prorated and charged to each individual member's account, an alphabetized list of the names (signed or initialed by the individual) and member's club card number and amount, is submitted.)

(7) Type of party.

(8) Prices quoted for food, bar, flowers, music, and miscellaneous items.

(9) Exact room in the club.

(10) Number to attend and price per person.

(11) Floor plan. The floor plan should show entrance, reception line and flag line (where applicable), table arrangements, and other details.

(12) Menu.

(13) Type and location of bars.

(14) Exact serving time.

b. The party sheet is made out in five copies. One copy is given to the chef, one to the bar manager, and one to the accounting department; one copy is usually given to the maitre d'hotel. The original copy is kept in the catering department. A copy is given to the host only on request.

c. The party sheet should be accountable 48 hours after the affair. Cash payment should be made only to the club custodian or the duly authorized cashier.

7. PARTY PRICES. Party prices are determined by computing the cost of the food, beverages, flowers, music, and other items, plus the cost of labor for preparing and serving food; bar costs; and cost of handling special cakes and providing cigars and other miscellaneous items. The charges are recorded on a prenumbered special function form and submitted to the accounting department before the day of the party. When time is allowed to elapse, control information may be distorted; data on which prices are computed become difficult to locate and the probability of losing all accountability increases.

8. RESPONSIBILITIES. The catering department has overall responsibility for a catered affair.

a. After final arrangements have been made, the banquet manager orders the food through regular channels and has copies of the party sheet sent to club personnel who will be involved and will assume specific responsibilities. The catering department

may, if requested by the host, order flowers, arrange for music, request the assistance of the protocol officer, and perform other required duties.

b. The club hostess or the club officer should have a list of available part-time help to be called when extra personnel are needed in the kitchen, bar, dining room, or elsewhere for special functions. The chef, bar manager, and maitre d'hotel frequently need extra personnel for special functions.

c. The chef becomes responsible for preparing the food. He arranges to have adequate kitchen personnel available, makes sure that all required food items are on hand, and supervises the preparation of all food to be served. Two cooks are required for each 100 guests.

d. The bar manager assumes responsibility for having the desired type of bars set up, having the requested beverages available, and having capable bar personnel available to mix and serve drinks. For an open bar, one bartender is required for each 50 guests; for a pay-as-you-go bar, one for each 40 guests.

e. The maitre d'hotel arranges to have dining room personnel available. For a banquet, one waitress is required for each 20 guests; for regular dining room service, one for each 16 guests. One busboy is needed for each three waitresses or 50 guests.

f. The maitre d'hotel or banquet manager may delegate responsibility to the houseman for setting up the banquet room. The room must be set up according to the floor plan designated on the party sheet. The houseman, or responsible person, can use the banquet manager's copy of the party sheet for placing the buffet tables, or dining tables and chairs, or both, and placing portable bars, podium, easels, or other items specified on the floor plan.

g. The banquet manager, maitre d'hotel, or both, may supervise the arrangement of decorations and food items on buffet tables or the decorations and place settings on dining tables for sit down meals. Either or both may also supervise the serving of the meal during the party.

h. The accounting department is responsible for assuring that sales are recorded on the daily activity report and that charges are posted to the accounts receivable ledger.

SECTION II

SERVING A FOUR-COURSE MEAL

9. GENERAL. In addition to planning a party and having overall responsibility for the purchase and preparation of the food, the banquet manager also has overall responsibility for serving the food for any type of party from an informal breakfast or luncheon to a formal dinner. No two catered affairs are identical since no two hosts or hostesses would choose the same type of party, the same menu, the same decorations, and the same table arrangements. The example given in this section of serving a four-course meal is based on a sample menu for a wedding reception for 200, for which the host has requested that 12 guests be served at a head table and the remainder at round tables; has chosen the decorations; and has requested the catering department to handle the wedding cake. The table settings and the items served for the various courses are based on the sample menu given in paragraph 10.

10. SAMPLE MENU FOR A WEDDING RECEPTION. The menu selected for the wedding reception includes the following:

Chilled Fresh Fruit Cup
Imported Champagne Cocktail
Puree of Vegetable Soup
Roast Young Western Tom Turkey
Bread Stuffing and Giblet Gravy
Whipped White Potatoes
Buttered Carrots and Peas
California Head Lettuce with Russian Dressing
Assorted Hot Rolls
Butter
Relish Dish
Wedding Cake
Coffee
Tea

11. TABLE SETTING. White tablecloths and napkins are used on the head table and all round tables. Center items and individual "covers" (each guest's silverware, glasses, and china and other items) are placed as indicated below.

a. A decorative centerpiece of the host's choice is placed on the head table and a bud vase with a fresh bud or flower is placed on each round table. Glass candleholders with white candles, which must be lighted before the guests are seated, are also placed on the head table and one on each of the round tables. Other center items placed on the tables and left there throughout the meal include sugar bowls, salt and pepper shakers, and ash trays.

b. Each individual cover is arranged as follows:

(1) A paper lace doily is placed on the table.

(2) The following are placed, in the order specified, to the right of the doily--a dinner knife with cutting edge to the left toward the doily, a soup spoon, and two teaspoons.

(3) Two utility forks are placed to the left of the doily.

(4) A napkin is placed above (forward of) the paper doily.

(5) A butter plate with a butter knife laid across the top parallel with the table and a pat of butter in the center is placed forward of the forks, at least 1 inch away.

(6) A water glass is placed slightly to the right of the tip of the knife, and a champagne glass is placed slightly to the left and forward of the second teaspoon.

c. The wedding cake, a cake knife, and server are placed on a separate table in front of the head table.

d. Just before the guests are seated, trays containing the celery and relish are placed on the head table and one on each round table. The water glasses are filled with ice water.

12. SERVING. Banquet service is similar to regular dining room service. All items are served and removed from the guest's left except beverages, which are served from the guest's right. After the guests are seated, the food listed in the menu (para 10) is served in the order indicated below.

a. FIRST COURSE. The chilled fresh fruit cup is served in a stemmed cocktail glass with an underliner; it is placed on the paper lace doily. The imported champagne cocktail is poured into the champagne glass, but the glass is filled only three-fourths full. The glass is not lifted from the table; when it is three-fourths full, the waiter twists the bottle to distribute the last drop on the rim of the bottle to prevent dripping. The waiter carries a towel in his left hand when pouring wine to wipe the bottle if necessary. When guests have finished the fruit cocktail, the waiter removes the cocktail glass with the underliner and removes the used teaspoon.

b. SECOND COURSE. The puree of vegetable soup is served in a soup cup with saucer underliner. The assorted hot rolls are also served at this time. When guests have finished the soup, the waiter removes the soup cup with saucer underliner and the soup spoon.

c THIRD COURSE. The entree and salad are served as the third course. The entree items (the turkey, stuffing and gravy, whipped potatoes, and carrots and peas) are served together on a dinner plate. The lettuce with russian dressing is served on a

salad plate and placed to the left of the forks. Coffee or tea may be served with the third course if the guests want their beverage at this time. If coffee is served, cream pitchers are brought to the table. The coffee or tea is placed to the right of the teaspoon. When guests have finished the third course, the waiter removes the entree plate, salad plate, two forks, knife, and relish tray.

d. FOURTH COURSE. Water glasses, champagne glasses, and other beverage containers are replenished. A slice of wedding cake is served on a plate, and a fork is placed to the left of the cake plate. When the guests have finished, the waiter removes the cake plate and fork and lightly brushes off any crumbs. The tables are not completely cleared until most of the guests have left.

SECTION III

AFTER-ACTION FILE

13. PURPOSE OF AN AFTER-ACTION FILE. An after-action file should be kept on each catered affair for future reference. It can be valuable in determining whether improvements can be made in catering service for future parties of the same type.

14. CONTENTS OF AN AFTER-ACTION FILE. In addition to information shown on the party sheet, the after-action file should include the number of guests whc actually attended and the number of cooks, waitresses, bartenders, and other personnel present. Statements regarding the success of the party should be included to indicate whether more help was needed, whether tables were arranged to the best advantage of guests and waiters or waitresses, and whether accessories were handled properly. Any remarks from the host or hostess could also be noted.

APPENDIX A

REFERENCES

AR 230–60	Open Messes and Other Military Sundry Associations and Funds

APPENDIX B

SAMPLE PARTY BROCHURE

INTRODUCTION

Initial arrangements for a private party or organizational function may be made by phone or in person. The individual booking an affair must be a member of the Bolling Officers' Club or a member of a dues paying club with whom we have reciprocity as described on page 2. We must have: the full name; address; home and office telephone numbers; club card number; and the club to which the individual belongs. Also, the name of the group or organization for which the party is being booked; the approximate number in attendance, and the time when cocktails and dinner are to be served must also be given at this time.

A party booked by telephone is **TENTATIVE** until the project officer or host comes to the Club and signs the Party Agreement. At this time a party check list will be used to record accurately the Host's needs.

A written guarantee signed by the person booking the party must include a forecast of the number who will attend. The Club must be provided a minimum guarantee on the number of guests to be served **48 HOURS** in advance of the party **NO LATER THAN 11:00 A.M.** A variation of 5% is permitted, and the host agrees to pay for all guests who attend, but not less than 95% of the guaranteed number.

The Host may provide the Banquet Department with information for the Announcement Board to be posted at the entrance of the Club if the Host wishes.

The remainder of the Brochure has other ideas that may help you in planning your party to be successful. We hope that it helps you in the planning of your functions at your Club and you will be completely satisfied every time.

All prices in the Brochure are subject to change **without notice.**

POLICIES on use of BOLLING AIR FORCE BASE OFFICERS' CLUB USE OF OPEN MESS FACILITIES AND CRITERIA UNDER WHICH CLUB FUNCTIONS ARE PERMITTED

I. Semi-Official Organizational and Group Functions

A. **General Provisions**

(1) Fifty-one percent of the individuals and/or couples attending must be members (active, associate or honorary) of an officers' open mess which charges dues.

(2) Every active duty Air Force officer attending must be a member and carry a club card of an Air Force officers' open mess or the officers' open mess on the installation where they physically perform duty.

(3) Enlisted personnel are not permitted to participate in social events in an officers' open mess.

(4) Reciprocal charging is only permitted for Andrews and Bolling members.

B. **Specific Requirements**

(1) Party agreement signatures; project officers and/or persons signing party contracts must be members of an Air Force or dues charging officers' open mess.

(2) Air Force officer list; the project officer must provide a list showing name and club card number of every active duty Air Force officer who is to attend (refer to IA (2) above), at least 48 hours in advance of the party.

(3) Charging lists: if the project officer desires to have the party cost pro-rated and charged to individual member's accounts, he must submit an alphabetized list of names and club card numbers and amount; of Andrews club members (card number preceded by "A"), and a separate alphabetized list of names and club card number and amount; of Bolling club members (card number preceded by "B") not later than the first duty day following the party.

II. **Private Function Requirements**

A. Definition—the party is paid for out of the personal funds of the person(s) listed as host(s) on signing the party agreement.

B. Guest Restrictions

(1) **Active duty Air Force officers** who (are eligible for but) have declined membership in an Air Force officers' open mess should not be invited to private functions.

(2) **Enlisted personnel** are not permitted to participate in social events in an officers' open mess.

C. Guest Appearance and Conduct

(1) Guest are expected to meet standards of **dress** and **appearance** established by the open mess advisory council.

(2) Party hosts are responsible for the **conduct** of guests as long as guests are on the open mess premise.

III. It is agreed that the person signing the agreement provide a minimum guarantee on the number of guests to be served 48 hours in advance of Party.

A variation of 5% is permitted and the undersigned agrees to pay for all guests who attend but not less than 95% of the guaranteed number.

IV. This function is not a fund raising event.

V. This function is not being booked for a civic group, i.e., Club, Association, Lodge or other civic organizations, and it will not be publicized in any type of printed material for general distribution without the prior approval of the Secretary-Treasurer, Officers' Open Mess, Bolling Air Force Base.

VI. (Other criteria as presented at time of arrangement.)

CAKES: Wedding Cakes ordered through the Club are made by the Brenner Bakery in Oxon Hill. Cake charges are $2.50 per pound, which includes the ornament and raised top tier on either pillars or a champagne glass. The minimum cake ordered is 15 pounds. If you desire to order your own cake and have it delivered to the club, a $10.00 fee for handling and service will be added to your party statement. A 20 pound cake feeds 100 persons one slice. For custom made wedding cakes, we suggest that you contact Mrs. Bette Camp, 5905 Gloucester Avenue, Springfield, Virginia; Telephone 451-3921, after 6 P.M. Mrs. Camp will custom make any type of cake. Mrs. Camp requires at least six weeks' notice.

CANDELABRA: Candelabras are available for use on your headtables or your buffet tables. No open flame candles may be used on individual tables, however, a wide color assortment of Hurricane Lamps are available for this purpose.

COLOR CODE: A color code must be used on luncheon and dinners serving two entrees. A color code is either a name tag or a place card, by which the waiter may distinguish what entree the guest desires.

DINING IN ARRANGEMENTS: Dining In Arrangements should be made through the Banquet Secretary. All information and menus in this brochure are presented with the Dining In in mind. If you should desire cigars they are available at a $0.25 charge.

EASELS: The Club has several Easels available to display any item you may wish to show at your party. If you desire the use of an Easel please notify the Banquet Secretary.

FLAGS: Flags for all official functions may be secured from your service honor guard. The Air Force Honor Guard is stationed at Bolling and may be reached at 574-4258

FLOOR PLAN: The Club has floor plans that can be used for your party. The Banquet Manager will set the tables in your room to its best advantages for your party. If you desire a seating arrangement please ask the Banquet Department to prepare one for you.

FLOWERS: Flowers may be ordered through the Club. Let us know if you will want flowers for your tables. Flower costs depend on the size and number of tables; the prices vary with the size of the arrangement. The costs are: $9:00; $9.50; $11.00 and $12.00. Greens for your tables are $4.00 per table.

GRATUITY: It is a standard practice in the Club and Restaurant Industry that a gratuity amount will be inserted at the time the party arrangements are made. The amount varies depending on the types of affairs. Normal gratuity averages 15%.

MICROPHONES AND PODIUM: Microphones and a podium are available.

MINIMUMS: Minimum charges for parties, 30 persons and less are in effect. The minimum applies to all Banquet Rooms and does not include the 15% gratuity. The minimum on Luncheons, 30 persons or less, is $4.00. This includes your choice of bar service and menu. On stand up Buffets and Cocktail parties the minimum is $6.00 per person which includes your choice of bar service and buffet menu. Seated Dinner minimum is $8.00 per person and includes your choice of dinner menu and bar service. By adding wine and liqueurs on any one of the minimum prices it will help you obtain the required minimum.

MUSIC: Arrangements for Music for private parties must be handled by the Host. You many contract for any band you choose, or you may contact Sgt. Bruce Snyder, or Sgt. Robert Navarro for a Combo, Sgt. Greg Christy for Strings on 574-4546. Or you may contact Sgt. Arthur Poncheri on 839-5358.

PHOTOGRAPHERS: If you are looking for a photographer to take pictures of your party or reception, may we suggest either Mr. Ronald Hall, 7916 Hatteras Lane, Springfield, Virginia, Telephone 321-9642; or Mr. Alfred Sherman, 521 Timber Lane, Falls Church, Virginia, Telephone JE 3-1414.

PORTABLE DANCE FLOOR: A portable dance floor is available.

PRO-RATED LISTS: If the project officer desires to have the party cost pro-rated and charged to individual member's accounts, he must submit an alphabetized list of names and club card numbers and amount of Andrews club members (card number preceded by "A"), and a separate alphabetized list of names and club card numbers and amount of Bolling club members (card number preceded by "B") not later than the first duty day following the party. The Banquet Secretary has forms available for your pro-rated lists.

RECEIVING LINE: A receiving line table will be set up for you. Receiving lines vary for each function and if you should need help in setting up the receiving line, consult the Banquet Secretary.

SEATING CAPACITY: The Banquet Secretary will provide you with the seating capacities of the room you have booked.

SEATING CHART: Seating Charts must be supplied by the host or project officer and the Banquet Department will display them in the Cocktail area on easels. It is suggested that you type the seating chart on 8x10 sheets of paper in alphabetical order placing the table number next to the name. This will alleviate a back up at the seating diagram.

TABLE CLOTH COLORS: There are several colors of table cloths and napkins available. A party may choose any of the following colors: White, Bronze or Black.

TABLE NUMBERS: The Club has table number available and will place them on the tables to correspond to the seating arrangement.

TABLE SET UP: The Club has a wide variety of buffet tables for your Cocktail and Buffet Parties. For the seated functions, depending on the size of the party and the room booked, one of the following may be used: Rounds of 10, Rounds of 8. Banquets of 10, Banquets of 8, "U" shaped table, "T" shaped table or the "E" shaped table. Formal Head Tables can be set in any room. Again this depends on the room and the number of people attending. For proper seating at Headtables contact your service Protocol Office.

COFFEE OR TEA MENU

$1.75 Per Person

A 15% gratuity will be added

Watercress Sandwiches

Cucumber Sandwiches

Tea Cookies

Rum Balls

Cheese Horns

Quiche Lorraine

Crabmeat Tarts

Coffee

Tea

Final menu counts are due by 11:00 a.m., 48 hours before your party.

BAR PRICES AND PUNCH LIST

Listed below are three types of bars that the Club provides for your maximum satisfaction and that of your party. Also listed are the many varieties of punch we can provide to add that wonderful zest of an occasion to all your parties.

PAY AS YOU GO BAR: The customer pays for each drink as it is consumed. A cash register is at the bar, retail prices are $0.55 to 0.65 per drink. Beer is $0.30 per bottle.

**CONSUMPTION BAR:* Our bartender is issued a full stock of liquor, all full bottles before the party. At the end of the party the remainder in each bottle is inventoried and you are charged $0.55 to $0.65 per drink consumed. Total Liquor consumption is charged to your account. Beer is $0.30 per bottle. Call brands are available upon request and will be priced according to brand.

**OPEN BAR:* The Open Bar price is $2.00 per person for the first hour of cocktails and $1.25 per person for each additional hour of cocktails. There will be one bar for every fifty persons in attendance and no waiter or waitress service will be provided. Bar liquor only and no doubles will be poured.

*A 15% gratuity will be added.

Note: There is a $5.00 bar charge on all bars when the sales do not reach $50.00.

PUNCH LIST	30-35 4-oz. servings per gallon
1. Fruit Punch (Red)	$ 6.00 per gallon
2. Whiskey Punch	$17.00 per gallon
3. Gin Punch	$16.00 per gallon
4. Champagne Punch	$17.75 per gallon
5. Vodka Punch	$15.75 per gallon
6. Sauterne Punch	$ 8.50 per gallon
7. Wine Punch	$ 8.75 per gallon
8. Egg Nog Plain	$ 7.00 per gallon
9. Egg Nog Spiked	$15.00 per gallon
10. Bloody Mary	$16.50 per gallon
11. Vodka and Orange Juice	$16.00 per gallon
**12. Sherry	$12.00 per gallon

**$0.25 per person for groups of 25 or more.

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WINE LIST

CHAMPAGNE	Full Bottle
Brut Champagne, Taylor, N.Y. State Extra dry, best of the east	$5.00
Cold Duck, Henri Merchant A combination of champagne and sparkling burgundy	$5.00
Champagne, Henri Merchant	$5.00

RED WINES

Burgundy, Taylor, New York State	$2.50
Pinot Noir, Paul Masson	$2.40
Cabernet Sauvignon, Christian Brothers	$2.75

WHITE WINES

Emerald Dry, Paul Masson Light dry Emerald Riesling with fruity bouquet	$2.25
Chablis, Almaden Crisp and dry with delicate bouquet	$2.25
Sauvignon Blanc, Christian Brothers A superb medium-dry white dinner wine	$2.50

ROSE WINES

Mateus Rosé Still From Portugal, one of the most famous wines, excellent with all meals	$2.75
Taylor Rosé From N.Y. State	$2.25
Almaden Grenache Rosé A California Vintage	$2.25

BREAKFAST MENU

A 15% gratuity will be added

Seated Breakfast or Brunch

Juice — *$2.30*

Scrambled Eggs

Bacon or Sausage

Fried Potatoes

Toast, Butter and Jelly

Blueberry Muffins

Coffee or Tea

Buffet Breakfast or Brunch

Fruit Cup (pre set) — *$2.50*

Scrambled Eggs

Broiled Tomato

Home Fried Potatoes

Link Sausage

Hominy Grits

Sauteed Chicken Livers

Assorted Miniature Danish Pastries

Blueberry Muffins

Final menu counts are due by 11:00 A.M., 48 hours before your party.

LUNCHEON MENUS

A 15% gratuity will be added

1

Creamed Chicken in Patty Shell $2.00
Garden Peas Tossed Salad
Roll Butter Beverage
Ice Cream

2

Seafood Newburg $2.50
Garden Peas and Carrots
Heart of Lettuce Salad
Roll Butter Beverage
Ice Cream

3

Sliced Beef Stroganoff $2.40
Buttered Rice or Noodles
Beans Almondine
Tossed Salad
Roll Butter Beverage
Ice Cream

4

Braised Pot Roast of Beef, Pan Gravy $2.25
Lima Beans Mixed Green Salad
Roll Butter Beverage
Ice Cream

5

Broiled Swordfish Steak $2.50
Small Potatoes Peas and Carrots
Tossed Green Salad
Roll Butter Beverage
Ice Cream

6

Breaded Veal Cutlet $2.30
Tomato Sauce
Whipped Potatoes Green Beans
Tossed Salad
Roll Butter Beverage
Ice Cream

7

Broiled Sirloin Tip Steak $2.60
Buttered Broccoli Parsley New Potato
Tossed Salad with Caper Dressing
Roll Butter Beverage
Ice Cream

8

Toasted English Muffin $2.15
Ham and Turkey with Cheese Sauce
Buttered Broccoli Tossed Green Salad
Roll Butter Beverage
Ice Cream

9

Braised Chicken a la Coq Au Vin $2.50
Broiled Tomato Garden Peas
Tossed Salad with Caper Dressing
Roll Butter Beverage
Ice Cream

10

Baked Virginia Ham, Pineapple Sauce $2.35
Sweet Potato Whole Kernel Corn
Tossed Green Salad
Roll Butter Beverage
Ice Cream

Only one entree per affair is recommended. If 2 are selected, Color Code for each entree is required. (See Color Code, page 3.)

Final menu counts are due by 11:00 A.M., 48 hours before your party.

A 15% gratuity will be added

11

Salisbury Steak, Onion Gravy $2.35
Whipped Potatoes Peas and Carrots
Chef's Salad with French Dressing
Roll Butter Beverage
Ice Cream

12

Poached Filet of Haddock $2.15
Shrimp Sauce
Broiled Tomato Parsley Boiled Potato
Tossed Salad
Roll Butter Beverage
Ice Cream

13

½ Cornish Game Hen, Giblet Gravy $2.50
Wild Rice Dressing Peas and Mushrooms
Tossed Green Salad with Caper Dressing
Roll Butter Beverage
Ice Cream

14

Stuffed Chicken, Giblet Gravy $2.50
Mashed Potatoes Buttered Carrots
Chef's Salad with Caper Dressing
Roll Butter Beverage
Ice Cream

15

Stuffed Tomato with Chicken Salad $2.15
Spiced Peaches Sweet Pickles
Deviled Egg Potato Salad
Roll Butter Beverage
Ice Cream

16

Chilled Vegemato Juice $2.25
California Fruit Plate with Cottage
Cheese and Nut Bread
Roll Butter Beverage
Chocolate Eclair

17

King Crab Salad with Avocado $2.65
Relishes
Potato Salad
Roll Butter Beverage
Sherbet

18

½ Pineapple $2.75
Filled with Fresh Fruit
Marshmallow Dressing
½ Ham Salad Sandwich
½ Shrimp Salad Sandwich
Coffee
Sherbet

19

Chef Salad $2.00
Choice of Dressing
Roll Crackers Butter
Sherbet

Only one entree per affair is recommended. If 2 are selected, Color Code for each entree is required. (See Color Code, page 3.)

Final menu counts are due by 11:00 A.M., 48 hours before your party.

FINGER TIP BUFFETS

A 15% gratuity will be added

All Finger Tip Buffets are replenished over a two hour period. No plates are used on any of the Finger Tip Buffets. All prices are per person.

BUFFET NO. ONE — *$2.65*

Assorted Canapes
Stuffed Celery Stalks
Stuffed Deviled Eggs
Cold Sliced Ham OR Turkey with Small Party Rolls
Swedish Meatballs OR Barbecue Meatballs
Bacon Wrapped Chicken Livers

BUFFET NO. TWO — *$3.45*

Assorted Canapes
Stuffed Celery Stalks
Stuffed Deviled Eggs
Cold Sliced Ham and Turkey with Small Party Rolls
Swedish Meatballs OR Barbecue Meatballs
Bacon Wrapped Chicken Livers
Chinese Egg Rolls with Hot Mustard

BUFFET NO. THREE — *$4.25*

75 person or less

Assorted Canapes
Stuffed Celery Stalks
Stuffed Deviled Eggs
Cold Sliced Ham and Turkey with Small Party Rolls
Swedish Meatballs OR Barbecue Meatballs
Bacon Wrapped Chicken Livers
Chinese Egg Rolls with Hot Mustard
Sliced Roast Beef
Alaska King Crab Salad, Melba Rounds
Imported and Domestic Cheeses

75 persons or more

Assorted Canapes
Stuffed Celery Stalks
Stuffed Deviled Eggs
Cold Sliced Ham and Turkey with Small Party Rolls
Swedish Meatballs OR Barbecue Meatballs
Bacon Wrapped Chicken Livers
Chinese Egg Rolls with Hot Mustard
Choice Steamship Round of Beef
Alaska King Crab Salad, Melba Rounds
Imported and Domestic Cheese

Final menu counts are due by 11:00 A.M., 48 hours before your party.

A 15% gratuity will be added

BUFFET NO. FOUR

$5.95 per person; 150 persons or more

Chicken Drumettes
Chili Con Queso with Fritos
Smithfield Ham with Rolls
Pork Suckling Pig with Trimmings

Crepe Suzette
Red and Black Caviar, Sour Cream, Cherry Sauce
Maple Syrup and Butter Mixed, Orange Marmalade

Miniature Hamburgers
Hot Mustard, Relish, Regular Mustard, Sliced Onions
Ketchup, Mayonnaise

Steamship Round

Raw Bar
Oysters on the Half Shell
Clams on the Half Shell
OR
When Oysters are out of season
Baby Lobstertails

Omelettes
Western, Spanish, and Regular omelettes

Sweet Table
Hot Mulled Wine, Coffee
Rum Balls, Assorted Cookies

Final menu counts are due by 11:00 A.M., 48 hours before your party.

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A 15% gratuity will be added

BUFFET NO. FIVE

Steamship Round of Beef on Bite Size Rolls

with Attendant

Sliced Ham OR Turkey on Bite Size Rolls

Tenderloin Tips

Crab Balls

Chinese Egg Rolls

Assorted Cheese Tray

Relish Tray

$3.25 per person for 150 persons or more: or the number of persons in attendance (150 persons or less) divided into $502.50

SEATED BUFFET MENU *$4.50*

Choice Steamship Round of Beef Au Jus

Diced Chicken in Curry Sauce

Seafood Newburg

Buttered Rice

Whole Green Beans

Au Gratin Potatoes

Pre-Set on Table

Tossed Green Salad with French or Caper Dressing

Roll Butter Beverage

Cherry Mary Anne

Final menu counts are due by 11:00 A.M., 48 hours before your party.

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DINNER MENUS

A 15% gratuity will be added

A

Fresh Florida Fruit Cup — *$4.75*
• *Broiled Delmonico Steak*
Parsley New Potato
Peas and Mushrooms
Tossed Salad with French Dressing
Roll Butter Beverage
Pear Helena

B

Chilled Orange and Grapefruit Sections — *$5.75*
• *New Zealand Lobstertail with Drawn Butter*
Stuffed Baked Potato
Green Beans Almondine
Tossed Salad with Caper Dressing
Roll Butter Beverage
Peach Melba

C

Shrimp Cocktail — *$5.65*
• *Prime Rib of Beef Au Jus*
Rissole Potatoes
Broccoli Hollandaise
Tossed Salad with French Dressing
Roll Butter Beverage
Creme de Menthe Parfait

Only one entree per affair is recommended. If 2 are selected, Color Code for each entree is required. (See Color Code, page 3.)

Final menu counts are due by 11:00 A.M., 48 hours before your party.

Prices listed on above dinners are based on items appearing in menus. Interchanging of Lobstertail as entree will vary above prices. Contact Banquet Secretary.

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A 15% gratuity will be added

D

Shrimp Cocktail *$5.75*
Filet Mignon
Stuffed Baked Potato
Buttered Carrots
Tossed Salad with Vinaigrette
Roll Butter Beverage
Cherries Jubilee (Flambee 50 or less)

E

Chilled Vichysoisse *$6.00*
Whole Roast Sirloin of Beef
Parisien Potatoes
Asparagus with Cheese Sauce
Hearts of Lettuce with Caper Dressing
Roll Butter Beverage
Fresh Fruit with Kirsch

F

One Half Broiled Grapefruit *$6.00*
Whole Roast Tenderloin of Beef
Stuffed Baked Potato
Broccoli Hollandaise
Mixed Green Salad with Chiffonnade
Roll Butter Beverage
Baba Au Rum

G

Fruit Cup *$6.25*
Ship N' Shore
(Small Sirloin Steak & New Zealand Lobstertail with Drawn Butter)
Whole Green Beans Almondine
Stuffed Baked Potato
Sliced Tomato Salad with Vinagrette
Roll Butter Beverage
Brandy Parfait

Only one menu per affair is recommended. If 2 are selected, Color Code for each menu is required. (See Color Code, page 3.)

Final menu counts are due by 11:00 A.M., 48 hours before your party.

WEDDING RECEPTIONS

The Officers' Club at Bolling Air Force Base will do its utmost to make every detail of your Wedding Day perfect.

CHAMPAGNE: Henri Merchant Champagne at $5.00 per bottle may be served throughout your reception. A bottle of Champagne will serve 8 glasses.

CHAMPAGNE PUNCH: For Wedding Receptions having Champagne Punch only; a charge of $2.00 per person for the first hour and $1.25 per person for each additional hour.

COCKTAIL AND PUNCH LIST: Page 6 of this brochure has an extensive list of all our cocktail and punch prices.

COLOR SCHEME AND TABLECLOTH COLORS: Brides today are leaving the traditional white color scheme of Weddings and are using the gayer approach by incorporating the color of their bridesmaids dresses with a color scheme carried throughout their reception.

FLOOR PLAN: A floor plan can be supplied by the Banquet Department and you may enlarge it by using art board. The place cards, seating arrangement, seating chart and floor plan may be delivered to the Banquet Department the day preceding your Wedding. The table arrangement and seating chart will be placed on easels in the cocktail-reception area.

GUEST BOOK: A separate table for your guest book may be placed preceding the receiving line if you so desire.

MUSIC, PHOTOGRAPHERS, FLOWERS, CANDELABRA AND PORTABLE DANCE FLOOR: On page three and four of this brochure the above items are presented for your convenience.

NAPKINS AND MATCHES: You may bring napkins and matches with the bride and groom's names printed on them if you wish. The Club does provide plain white napkins for your reception.

PLACE CARDS: If you would like to use place cards the Banquet Secretary will be able to give you advice as how to prepare them and how to present them to the Club for placing on the tables.

PUNCH FOUNTAIN: A punch fountain is available and can be obtained for your reception at a charge of $10.00.

RECEIVING LINE: The receiving line will be placed at the entrance of the room in a reception-cocktail area. A receiving line table is placed behind the participants and palms are used to set off the receiving area. Each etiquette book differs on the set up of a receiving line; the best rule is to follow your book.

SEATED RECEPTION: Whether your reception is a seated luncheon or dinner, your club has the table arrangement for each occasion. Your seated reception would have the bride's table for the Wedding Party, and the Parent's tables on either side.

SEATING CHART: Your seating chart can easily be prepared by listing the name of the guests in alphabetical order and place their table number next to their name on 8 x 10 sheets of paper and placing them on art board.

STAND UP RECEPTION: For a stand up reception your buffet table will be set to suit the buffet you have ordered and the room you have booked.

THROWING OF RICE: There will be an additional charge of $25.00 for rice being thrown anywhere inside the club building.

WEDDING CAKES: Wedding Cakes ordered through the Club are made by the Brenner Bakery in Oxon Hill. Cake charges are $2.50 per pound, which includes the ornament and raised top tier on either pillars or a champagne glass. The minimum cake ordered is 15 pounds. If you desire to order your own cake and have it delivered to the club, a $10.00 fee for handling and service will be added to your party statement. A 20 pound cake feeds 100 persons one slice. For custom made wedding cakes, we suggest that you contact Mrs. Bette Camp, 5905 Gloucester Avenue, Springfield, Virginia; Telephone 451-3921, after 6 P.M. Mrs. Camp will custom make any type of cake. Mrs. Camp requires at least six weeks' notice.

For those wishing Nuts and Mints in addition to other menus in this brochure, the price per person will be $0.25.

If there are any other arrangements that we can help you with, don't hesitate to ask us.

LESSON 5 Credit Hours: 1

SELF-GRADING LESSON EXERCISES

REQUIREMENT. Exercises 1 through 18 are multiple choice exercises. Each exercise has one single best answer. Indicate your choice by circling the appropriate letter.

1. In addition to the banquet manager, the catering department should have a person who is, or is able to perform the duties of,

   a. a chef.

   b. an accountant.

   c. a secretary.

   d. a maitre d'hotel.

2. Which of the following procedures should be adopted regarding party menus?

   a. Limit the range of entrees presented and allow the host an unlimited choice.

   b. Present a wide range of entrees, but allow the host only one choice.

   c. Present a wide range of entrees, but limit the host to two choices.

   d. Limit the range of entrees, and limit the host's choice to two.

3. How frequently should menu prices be checked?

   a. Every 2 weeks.

   b. Every month.

   c. Every 2 months.

   d. Every 3 months.

4. How are menu prices determined?

   a. By dividing the cost of menu items by the food cost percentage.

   b. By multiplying the cost of menu items by the food cost percentage.

   c. By dividing the cost of menu items by the desired gross profit.

   d. By multiplying the cost of menu items by the desired gross profit.

5. A party brochure is a booklet that

   a. gives proper procedures for serving party meals.

   b. is used to record all arrangements for a particular party.

   c. lists information helpful to a host in planning a party.

   d. lists duties and responsibilities of catering department personnel.

6. Which of the information listed below should be known before a party brochure is prepared?

   a. The type and exact amount of china, glassware, and silverware on hand.

   b. The type and amount of food and liquor authorized for storage at the club.

   c. The names and duties of all club personnel.

   d. Club policies on who may attend catered functions.

7. A record of requests for catering service is known as

   a. a party ledger.

   b. a reservation ledger.

   c. an accounts receivable ledger.

   d. an activity ledger.

8. Who must sign a party sheet before catering services are rendered?

   a. The banquet manager alone.

   b. The person requesting catering services and the banquet manager.

   c. The accounting department manager.

   d. The club manager.

9. A party sheet is made out in how many copies?

   a. Two.

   b. Three.

   c. Four.

   d. Five.

10. When is payment for a party due?

   a. The day before the party.

   b. The day of the party.

   c. The day after the party.

   d. Two days after the party.

11. Who is responsible for arranging for adequate kitchen personnel to prepare food for a catered affair?

   a. The banquet manager.

   b. The club manager.

   c. The chef.

   d. The maitre d'hotel.

REQUIREMENT. Exercises 12 through 18 are based on serving a four-course banquet meal consisting of a fruit cup, soup, entree (chicken, whipped potatoes, peas and carrots), a salad, rolls and butter, tray of relish, chocolate cake, and beverage. A paper doily has been placed on the table where each guest is to sit.

12. What silverware should be placed to the right of the doily?

    a. Fork, soup spoon, knife, and a teaspoon.

    b. Knife, two forks, and a teaspoon.

    c. Soup spoon, one knife, and two forks.

    d. Knife, soup spoon, and two teaspoons.

13. What silverware should be placed to the left of the doily?

    a. Two knives and one teaspoon.

    b. Two teaspoons.

    c. A teaspoon and a soup spoon.

    d. Two forks.

14. Where should the butter plate be placed?

    a. To the right of the water glass.

    b. To the left of the forks.

    c. Above (forward of) the forks.

    d. To the right of the teaspoons.

15. Where should the water glass be placed?

    a. Near the tip of the knife.

    b. Near the tip of the fork.

    c. Beside the teaspoon.

    d. In front of (forward of) the paper doily.

16. What food should be served first?

    a. Rolls and butter.

    b. Soup.

    c. Salad.

    d. Fruit cup.

17. All silverware, glassware, and china should be in the original place at the end of the second course except

    a. one fork and knife.

    b. one teaspoon and the soup spoon.

    c. two teaspoons.

    d. one fork and teaspoon.

18. The entree should be served as what course?

    a. First.

    b. Second.

    c. Third.

    d. Fourth.

REQUIREMENT. Exercises 19 and 20 are true-false exercises. Indicate your answer by writing a T or an F next to the exercise number.

19. The assistant manager may be a secretary, or perform the duties of a secretary, and must be able to supervise all aspects of a catering operation.

20. The cost of labor for preparing food for a party is not considered in computing the overall price of a party.

HAVE YOU COMPLETED ALL EXERCISES? DO YOU UNDERSTAND EVERYTHING COVERED? IF SO, TURN TO THE NEXT PAGE AND CHECK YOUR ANSWERS AGAINST THE SOLUTIONS.

U.S. ARMY QUARTERMASTER SCHOOL
FORT LEE, VIRGINIA 23801

LESSON 5

SOLUTION SHEET

CATERING

Check your work against the solution given below. If you have made a wrong response or omitted a required response, correct your work. Then, go back and restudy the appropriate text portion once more (references follow each solution).

Ex	Sol	Ref
1.	c	para 2
2.	c	para 3b
3.	d	para 3b
4.	a	para 3b
5.	c	para 4
6.	d	para 4b
7.	b	para 5
8.	b	para 6
9.	d	para 6b
10.	d	para 6c
11.	c	para 8c
12.	d	para 11b(2)
13.	d	para 11b(3)
14.	c	para 11b(5)
15.	a	para 11b(6)
16.	d	para 12a
17.	b	para 12a & b
18.	c	para 12c
19.	T	para 2b
20.	F	para 7

All references are to the lesson text.

HAVE YOU CHECKED YOUR ANSWERS, MADE CORRECTIONS, AND RESTUDIED THE TEXT, IF NECESSARY? IF YOU HAVE, GO ON TO THE EXAMINATION FOR THE SUBCOURSE.

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EXAM 500

Correspondence Subcourse Examination

WAIT

DO NOT GO ON TO THE EXAMINATION EXERCISES UNTIL YOU HAVE STUDIED AND COMPLETED ALL LESSONS IN THIS SUBCOURSE. READ THE SPECIAL INSTRUCTIONS (NEXT PAGE) BEFORE STARTING EXAMINATION.

SPECIAL INSTRUCTIONS

1. PREPARING FOR EXAMINATION. Before completing this examination, it is suggested that you review each lesson in the subcourse. Check your answers against the solutions given at the back of each lesson. If you have any questions regarding lesson text, lesson exercises, or exercise solutions, use the student inquiry sheet accompanying the lesson.

2. COMPLETING EXAMINATION. Read all directions before completing examination exercises. Check off your answer to each exercise in this examination booklet before indicating your answer on the answer form. Finally, complete the exercises following instructions in NIPUB 203, Correspondence Course Instruction Booklet (sent to you previously). Check your answers before sending in your completed examination answer form. It is suggested that you complete all exercises in this examination. An educated guess is better than an omission.

3. RETURNING ANSWER FORM. When you have completed all examination exercises, return the examination answer form in the addressed envelope provided.

4. EVALUATING SUBCOURSE. You will find a form, Student Evaluation of Subcourse, at the end of the examination exercises. Before filling out this form, read the INSTRUCTIONS at its top. After filling out the form. return it with your examination answer form.

5. USING INQUIRY FORM. A student inquiry sheet is bound into this booklet at the end of the examination. You may use this form for questions regarding administrative matters or legibility of examination materials. The form may also be used for requesting enrollment in an additional correspondence course or in specific subcourses upon completion of current correspondence-course commitments.

EXAM 500 Credit Hours: 1

EXAMINATION ASSIGNMENT

SUBJECT	Club Food Service
STUDY ASSIGNMENT	Review all previous assignments.
SCOPE	Construction of menus; preparation and serving of buffet type meals; selection, construction, and display of centerpieces; selection and purchase of meats, poultry, fish, vegetables, and fruit; use of convenience foods; preparation and serving of cheeses; preparation and serving of appetizers and buffet pastry items; and principles and procedures of catering.
OBJECTIVES	To test attainment of lesson objectives and to emphasize points that have been studied previously.

EXAMINATION EXERCISES

REQUIREMENT. Exercises 1 through 33 are multiple choice. Each exercise has one single-best answer. Indicate your answer on your answer form.

1. The main dish of a meal is usually high in what food elements?

   a. Carbohydrates and starch.

   b. Sugar and starch.

   c. Protein and fat.

   d. Calcium and carbohydrates.

2. You are constructing a dinner menu; which of the following should be chosen first?

   a. Appetizer.

   b. Salad.

   c. Main dish.

   d. Dessert.

3. Menus may be printed in colored ink if

   a. they are constructed of white paper.

   b. they are constructed of colored paper.

   c. its use makes item and price changes easier.

   d. its use improves their appearance and makes them easier to read.

4. A steak covered with brandy or liquor and ignited would be known as a steak

   a. saute.

   b. newburg.

   c. rune.

   d. flambe.

5. What must the person responsible for planning a buffet consider first.

   a. The season of the year--winter or summer.

   b. The type of buffet--sit-down or finger type.

   c. Theme to be used--holiday or special event.

   d. Other activities on the installation or nearby--sports events, banquets.

6. A menu for a sit-down buffet brunch would include food items served at what meals?

   a. Lunch and dinner.

   b. Dinner and supper.

   c. Lunch and breakfast.

   d. Supper and lunch.

7. How does a smorgasbord menu differ from the menu for a regular buffet? A smorgasbord menu usually includes--

   a. more cold desserts.

   b. fewer food items, prepared in larger quantities.

   c. a greater variety of food items.

   d. more hot food items.

8. A rich nontransparent coating used to cover cold meats, poultry, or fish is called

   a. aspic.

   b. mousse.

   c. blanquette.

   d. chaud froid sauce.

9. Mushroom caps are suitable for garnishing

   a. chicken dishes.

   b. boiled potatoes.

   c. fish.

   d. sausage.

10. Where are expensive meat and fish items usually displayed on a buffet table?

   a. At the beginning of the line.

   b. At the beginning of the other meat and fish displays.

   c. At the end of the other meat and fish displays.

   d. At the end of the buffet line.

11. For a sit-down buffet, main course plates should be placed

   a. at the beginning of the line, on the buffet table.

   b. on a separate service table near the beginning of the line.

   c. near the main entree, on the buffet table.

   d. on the dining table.

12. If ice for an ice carving centerpiece is not taken out of refrigeration 30 or 40 minutes before it is carved, it will

    a. flake during carving.

    b. be too brittle and hard to handle.

    c. melt too rapidly while it is being carved.

    d. have a dull finish after it is carved.

13. Greater amounts of what grades of beef are usually sold in retail stores?

    a. Choice and standard.

    b. Good and choice.

    c. Standard and utility.

    d. Choice and cutter.

14. Which of the following steaks would most likely be used to prepare Swiss steak?

    a. Top loin and top sirloin.

    b. Bottom sirloin and New York strip.

    c. Arm chuck and bottom round.

    d. Eye-of-round and club.

15. Which of the following roasts in all grades should be used as pot roasts instead of oven roasts?

    a. Rump and ribeye.

    b. Sirloin tip and blade chuck.

    c. Blade chuck and ribeye.

    d. Heel of round and shoulder arm.

16. Crown roast of veal is obtained from what wholesale cut?

    a. Shoulder.

    b. Rib.

    c. Loin.

    d. Breast.

17. What grade of poultry is usually sold at retail?

    a. Grade A.

    b. Grade B.

    c. Standard.

    d. Commercial.

18. Quality of poultry is determined by

    a. age.

    b. weight.

    c. size.

    d. grade.

19. Most fresh fruits are graded as

    a. U.S. No. 1 or U.S. No. 2

    b. U.S. Fancy or U.S. Commercial.

    c. U.S. No. 1 or U.S. Fancy.

    d. No 1 Standard or No. 2 Standard.

20. How can you distinguish a Duncan grapefruit from other varieties commonly found on the market?

    a. By its large size, thin rind, and oval shape.

    b. By its medium thick rind, flattened end, and bitter taste.

    c. By its absence of seeds, its abundant juice, and its russet colored skin.

    d. By the green tint of the skin, its red meat, and its small size.

21. What factors denote good quality in lemons?

    a. Thin, coarse textured skin, absence of seeds, dark yellow meat.

    b. Oblong shape, pale yellow skin, softness.

    c. Coarse textured, bright yellow skin, and light weight.

    d. Firmness, fine textured skin, heavy for size.

22. You are selecting apples for baking. For best results you should choose apples that are what size in diameter?

    a. 1 1/2 inches or less.

    b. 2 inches.

    c. 2 1/2 inches.

    d. 3 inches or more.

23. How can Bartlett pears be identified?

    a. By their rounded shape and rough yellow skin with some russeting.

    b. By their bell shape and smooth clear yellow skin with a reddish blush.

    c. By their long tapered neck and rough brown russet skin

    d. By their oblong shape and smooth yellow-green skin with a red blush.

24. You want to serve boiled potatoes and prefer a variety that is not likely to darken after being cooked. You should choose which of the following?

    a. Irish Cobbler.

    b. Kennebec.

    c. Burbank.

    d. Katahdin.

25. Green celery is known as

    a. Green Heart.

    b. Cos.

    c. Pascal.

    d. Romaine.

26. Which of the following are made from danish pastry dough?

    a. Cream horns.

    b. Snails.

    c. Turnovers.

    d. Cloverleaf rolls.

27. How do petits fours and french pastries differ?

    a. Petits fours are dipped into a glaze and covered with fondant frosting; french pastries are iced with a butter cream frosting.

    b. Petits fours are made of small pieces of butter cake; french pastries are made from small pieces of puff dough cakes.

    c. Both are made from small pieces of cake but french pastries are covered with frosting and petits fours are covered with a layer of coconut.

    d. Petits fours and french pastries differ only in shape; petits fours are round and french pastries are finger shaped.

28. Fancy rolls such as braids, twists, and butterfly rolls for buffet use are made from

a. icebox dough.

b. puff dough.

c. buttercake dough.

d. yeast-raised dough.

29. Requests for catering service should be kept in a prenumbered ledger to

a. eliminate the possibility of lost requests.

b. assure accuracy of the number of catered affairs.

c. determine the date when payment for the service is due.

d. assist the accounting department in recording payment.

30. Before catering services are rendered, the person requesting the services must sign the

a. activity report.

b. party sheet.

c. action ledger.

d. party brochure.

REQUIREMENT. Exercises 31 through 33 are based on the following situation: A four-course banquet meal consisting of a salad, soup, fruit cup, entree, rolls and butter, dessert, relish tray, and beverage is to be served.

31. When should the relish tray be brought to the table?

a. After the entree is served.

b. At the same time the salad is served.

c. Before the guests are seated.

d. At the time the rolls and soup are served.

32. The soup should be served as what course?

    a. First.

    b. Second.

    c. Third.

    d. Fourth.

33. The salad is served with what?

    a. Rolls.

    b. Entree.

    c. Fruit cup.

    d. Soup.

REQUIREMENT. Exercises 34 through 40 are true-false. Indicate your answer on the answer form by using A for TRUE and B for FALSE.

34. Gourmet recipes are recipes prepared exclusively from imported ingredients.

35. You have a container of chicken salad on the buffet table and approximately three-fourths of the salad has been used. You should take the container to the kitchen and replenish it and add garnish.

36. If color is desired for an ice carving centerpiece, colored ice should be used.

37. A porterhouse steak is cut from the short loin of beef.

38. When selecting fresh finfish, you should select those that have firmly attached scales.

39. Hors d'oeuvres are small, highly flavored mixtures of food spread on an edible base.

40. If iced cakes are to be decorated, the decorations should be applied after the icing has dried.